

John Doe
123 west ABC street.
Anywhere, Illinois, 60000

Dear Mr.Doe:

Thank you for completing the employment application process with **ABC Bank and Trust**. We are sorry to inform you that, after consideration of your qualifications and background, we are unable to offer you a position at this time.

Our decision may have been influenced by information that was contained in a Consumer Investigative Report (Background Screening), which was authorized by you in writing and requested by us of Identi-Check, Inc 3 West Old State Capitol Plaza, Springfield Illinois, 62701;(217)-753-4311.

Please note that Identi-Check, Inc. does not advise its clients regarding the qualifications of an applicant, has no part in the decision-making process, and has no interest in whether or not an applicant is hired or considered further for employment. **ABC Bank and Trust** is solely responsible for such employment decisions.

Federal law also requires that Identi-Check, Inc. must provide you with a copy of the report they prepared for us, upon your written request. Please contact them directly as indicated above to obtain this report free of charge. You have the right to dispute any information provided in this report by contacting Identi-Check, Inc directly.

We appreciate your interest in our company, and wish you good luck in securing employment.

Sincerely,
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