



(DATE)
(APPLICANT'S NAME)
(ADDRESS)
(CITY, STATE, ZIP)

Dear (APPLICANT'S NAME):

A decision is currently pending concerning your application for employment. We are forwarding a copy of a consumer report(s) that you authorized in regard to your application for employment, together with "A Summary of Your Rights Under the Fair Credit Reporting Act." The contents of the enclosed report(s) are currently under review in consideration your employment.

If a report contains information that is inaccurate or incomplete, or if you wish to explain any items that appear on the report, please contact our office immediately so that the corrected information can be reviewed prior to an employment decision being made.

Sincerely,

(CLIENT'S NAME)

Enclosure:
Consumer Report(s)
Summary of Your Rights under the Fair Credit Reporting Act
Sarma Background Screening

SARMA
555 E. Ramsey
San Antonio, TX 78216
(800) 955-5238
bgssupport@sarma.com