



[Date]

[Name and address of applicant/employee]

RE: Pre-Adverse Action Notification

Dear [Name of applicant/employee]:

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq., Platt College is required to notify you of its intent to take adverse action based in whole or in part on the consumer report it has obtained for employment purposes. Adverse action means that Platt College intends to deny your application for *[insert appropriate language such as: employment, promotion, reclassification, transfer, or retention as an employee]*.

A copy of the consumer report and a summary of your rights under the Fair Credit Reporting Act are enclosed with this letter. No adverse action will be taken before *[insert the date, five (5) or more days as appropriate, from the date of this notice]*.

If you wish to discuss this matter, please contact:

Platt College
3100 S. Parker Rd.
Aurora, CO 80014