Dear {{SUBJECTNAME}}:

Please let this email serve as notice that we are taking adverse action against you based in whole or in part on information contained in a consumer report about you. If you applied for employment, we cannot hire you, and any pre-hire contingent offer of employment is now withdrawn. If you are a current employee, please consult with your supervisor to determine the nature of the adverse action. This decision was based on the following information disclosed in the background report conducted by Global Radar Acquisition, LLC d/b/a Global HR Research, 9530 Marketplace Road, Suite 301, Fort Myers, FL 33912, www.ghrr.com:

* [enter report information here]
* [enter additional report information here].

We have determined that this information disqualifies you from employment for the following reasons: [insert reasoning for disqualification]. If you wish to challenge this decision or request reconsideration, the procedure to do so is as follows: [insert Client’s procedure].

The consumer reporting agency that supplied the consumer report did not make the decision to take the adverse action and is unable to provide you with the specific reasons why the adverse action was taken. You have the right to obtain a free copy of your consumer report from the consumer reporting agency if you submit a written request to the agency within sixty (60) days of receipt of this letter. Please note, however, that we are also enclosing a copy of your report with this letter. You have the right to dispute the accuracy or completeness of any information contained in the consumer report by contacting the agency. The name and contact information for the consumer reporting agency is as follows:

Global HR Research

Attn: Disputes

9530 Marketplace Road, Suite 301

Fort Myers, FL 33912

(800) 790-1205

[disputes@ghrr.com](mailto:disputes@ghrr.com)

Pursuant to 775 ILCS 5/2-103.1, you are hereby notified that you have the right to file a claim with the Illinois Department of Human Rights.

We thank you for your interest in us.

Sincerely yours,

**{{CLIENTNAME}}**  
{{CLIENTADDRESS}}

**Click** [**here**](https://www.es2.com/wp-content/uploads/2018/09/Summary-Of-Your-Rights-FCRA-09.18.pdf) **for a copy of a Summary of Your Rights Under the Fair Credit Reporting Act.**