

Human Resource Services  
PO Box 5132  
Cookeville, TN 38505  
Phone 931-372-3034  
Fax 931-372-3784

**Tennessee Tech  
University**

{Date}

{Name of applicant/employee}  
{Address of applicant/employee}

**RE: Pre-Adverse Action Notification**

Dear {Name},

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq., Tennessee Technological University 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 Tennessee Technological University intends to deny your application for 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 5 or more days, as appropriate, from the date of this notice}. If you wish to discuss this matter further, please feel free to contact me at 931-372-3034 or via email at [mcowan@tntech.edu](mailto:mcowan@tntech.edu).

Sincerely,

Michael Cowan  
Director of Human Resources

Enc.: Consumer Report  
Summary of Rights