Date:

<Name of Volunteer>

<Street>

>City, State Zip>

Via Email:

You recently applied for a volunteer position with Rotary International District 6510 (District). Part of the application process included authorizing a background check to be completed by a consumer reporting agency.

Based upon the information in whole or in part contained in the consumer report you authorized us to obtain, the District is considering not to select you for a volunteer position.

Enclosed with this letter please find a copy of the report we obtained from the consumer reporting agency and a Summary of Your Rights under the Fair Credit Reporting Act.

If you believe that there is additional information that may help us better evaluate your fitness as a volunteer, please contact me immediately. This is an opportunity for you to demonstrate that the information identified in your Consumer Report may not relate to you, may be inaccurate, or may not relate to the position you are seeking.

You also have the right to dispute the accuracy of the information contained in the report by contacting the consumer reporting agency directly:

First Advantage Background Services Corp.

Consumer Center

P.O. Box 105292

Atlanta, GA 30348

(800) 845-6004

If we do not hear from you within 10 business days, we will make our determination based on the information currently available to us.

Very truly yours,

**David Gornstein**

District 6510 Youth Protection Officer

Rotary International District 6510

[drgornstein@gmail.com](mailto:drgornstein@gmail.com)

Attachment:

Consumer Report (Background Report)

Summary of Your Rights Under the Fair Credit Reporting Act