

Date

Dear Consumer:

This notice is provided to you in accordance with §31-51(i) of the Connecticut Statutes.
This will advise you that _____ of
_____ has requested criminal record information on you.

You are not required to do anything at this time. The Federal law requires if
_____ (name of employer) believes that anything in the report,
including the criminal record, might adversely affect you, it will notify you and provide you a copy
of the report. That notice will tell you how long you have before a final employment decision will
be made by the employer. _____ is not involved in the hiring process. However,
we will be available to investigate any dispute you may have regarding information in the report.

Sincerely,