



July 8, 2009

Re: Notification of Potential Adverse Employment Action

Dear Applicant/Employee:

As you know, we requested that PointHR Incorporated prepare a consumer report on you to determine your eligibility for employment with the company. This is to advise you that we may take adverse action regarding your employment, based in whole or in part, on the information contained in a consumer report or investigative consumer report for employment purposes. Adverse action may include, but is not limited to, denial of or termination from employment.

Enclosed is a copy of the report provided to us and a summary of your rights under the Fair Credit Reporting Act. **We cannot correct discrepancies.** You have the right to contact PointHR Incorporated to dispute the accuracy or completeness of any information contained in the report. Please note that PointHR Incorporated did not make the decision to consider this adverse action and is unable to provide you with the specific reasons why the adverse action is being considered. If after you have reviewed the report, you feel that the information contained within is inaccurate, please notify us immediately. You may still be eligible for employment. You also have the right to inspect the file and specific information maintained on you by PointHR Incorporated. If you wish to do so, you may write to:

PointHR Incorporated
P.O. Box 271500
Flower Mound, TX 75028

If you request the information within 60 days of receiving this letter, the information can be obtained free of charge. If you request the information after the 60-day period, PointHR Incorporated may charge you \$5.00 for a copy of the information.

If you have any questions or require additional information, please write to or call us at:

[Your Address]

Sincerely,

HUMAN RESOURCES DEPARTMENT
enclosure