NOTICE OF DECISION

November 3, 2026

Alex Example
Home mailing address in another state

Dear Alex Example,

We reviewed the application for Example rental property in CO and made the following decision. We denied the rental application. The adverse decision was based in part on information contained in the tenant screening report obtained from the consumer reporting agency identified below.

Consumer reporting agency and your rights

Our decision was based at least in part on information in a consumer report. The agency that supplied it is Example Reporting Agency, Example agency address, telephone (800) 555-0100. Website: https://example.org. The reporting agency did not make our decision and cannot give you the specific reasons for it. You may request a free copy of the report from the reporting agency within 60 days after receiving this notice. You may dispute the accuracy or completeness of its information directly with the reporting agency.

Sender

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example, Leasing Manager
Example Office
Example office address

Tenant Rejection Letter • Docusign.com • SAMPLE