

MASSACHUSETTS NOTIFICATION LETTER (SAMPLE)

(Date)

(Applicant's Name)  
(Street Address)  
(City, State, Zip)

Dear (Applicant Name),

As you are aware, we recently conducted a criminal background check based on the identifying information provided by you. The results of the background check revealed potentially adverse criminal history information.

Pursuant to Massachusetts General Law Chapter 6, §171A, attached is a copy of our Criminal Background Check Policy for your reference, as well as a copy of the criminal history record that we obtained.

For your convenience, the potentially adverse criminal record information is summarized below:

LOCATION: (County, State)  
CASE NUMBER: (Case Number)  
FILING DATE: (Filing Date)  
CHARGE(S): (Charge)  
DISPOSITION(S): (Disposition)  
DISPOSITION DATE: (Disposition date)  
SENTENCING: (Sentencing)  
OTHER: (Any other details)

If you have any questions about the information contained in this letter, please contact IMI Data Search, Inc. at (800)860-7779 and reference search IMI#\_\_\_\_\_

If you believe that there is an error in the criminal record provided, please refer to the attached document for correcting a Criminal Record.

Sincerely,

(Company Name or Signature)