

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

Subject: Notification Regarding Your Application - [Job Title/Reference Number]

Dear [Applicant Name],

Thank you for your interest in working with [Agency Name]. We have completed the initial screening and verification process for your application.

We are writing to inform you that we are unable to move forward with your candidacy at this time. This decision is based on our inability to verify the following professional certification(s) listed in your profile:

- [Name of Certification 1]
- [Name of Certification 2]

Per our agency policy, all professional credentials must be fully authenticated by the issuing body to meet the compliance standards of our clients. Since we could not obtain official confirmation of these credentials, your file has been marked as ineligible for placement.

If you believe there has been an error or if you can provide official primary-source verification from the certifying board, please contact our compliance department at [Phone Number/Email Address] within [Number] business days.

We appreciate the time you took to apply and wish you success in your future professional endeavors.

Sincerely,

[Your Name/Department Name]  
[Agency Name]