

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position and for providing your documentation to [Agency Name].

As part of our standard vetting process, we perform a verification of all professional certifications and licenses. We are writing to inform you that we have identified a discrepancy between the certification details provided in your application and the records obtained from the issuing authority.

Because we require all candidates to meet specific compliance and verification standards, we are unable to move forward with your application at this time. Consequently, your profile has been removed from consideration for this role and our active candidate database.

If you believe there has been an error in the verification process, please provide official documentation from the certifying body within [Number] business days for our review.

We wish you the best in your future career endeavors.

Regards,

[Your Name]

[Your Title]

[Agency Name]