

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Rejection of Application - Unconfirmed Credential Status

Dear [Applicant Name],

Thank you for your interest in [Position/Program Name] with [Organization Name]. We have completed the initial review of your application materials.

At this time, we are unable to move forward with your application because we could not confirm the current status of your required credentials, specifically: [List specific credential/certification].

Our verification process was unable to validate these credentials through the provided documentation or the relevant issuing authorities. As valid credentials are a mandatory requirement for this role, your application is currently marked as incomplete.

If you believe this is an error, or if you can provide updated verification from the licensing body, please contact us at [Contact Email/Phone Number] within [Number] business days.

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]