

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Discrepancy in Educational Qualification Verification

Dear [Candidate Name],

We are writing to inform you that during the routine background verification process for your application for the position of [Job Title], a discrepancy was identified regarding your educational qualifications.

Specifically, the information provided in your application does not match the records obtained from [Name of Educational Institution]. The following inconsistency was noted:

- **Reported Information:** [Details from Candidate's CV/Application]
- **Verified Information:** [Details provided by the Institution]

We request that you provide a written explanation regarding this discrepancy by [Deadline Date]. Please include any supporting documentation, such as original transcripts or degree certificates, that may help resolve this matter.

Please be advised that providing accurate information is a requirement for employment with [Company Name]. Failure to provide a satisfactory clarification may result in the withdrawal of your employment offer or termination of employment.

Please submit your response directly to [HR Contact Name] at [Email Address/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]