

# Candidate Profile Information Request

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We hope this message finds you well. We are currently reviewing applications for the [Job Title] position at [Company Name] and would like to gather additional information to complete your candidate profile.

Could you please provide us with the following information at your earliest convenience?

- Updated resume or CV
- References (names and contact information)
- Relevant certifications or licenses
- Any additional information you believe would be beneficial for us to know

Your prompt response would be greatly appreciated and will help us in moving forward with the hiring process. If you have any questions, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]