

Inquiry Letter: Suspected Resume Fraud

Date: [Insert Date]

To: [Candidate's Name]

[Candidate's Address]

[City, State, Zip]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to you in regard to your application for the [Job Title] position at [Company Name]. During our review process, we noted some discrepancies in your employment history that require clarification.

Specifically, we have identified the following inconsistencies:

- [Discrepancy 1: Description]
- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

We kindly request that you provide us with additional information and documentation concerning these points. Clearing up these discrepancies is crucial for us to proceed with your application.

Please respond by [insert deadline] so we can move forward in our hiring process. Failure to provide adequate information may adversely affect your candidacy.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

[Contact Information]