

Subject: URGENT: Job Match Profile Update Required - [Candidate Full Name]

Dear [Recruiter/Hiring Manager Name],

I am writing to provide an immediate update to my candidate profile regarding the [Job Title] position (Ref: [Job ID Number]).

To ensure my application reflects my most current qualifications for this match, I have updated the following information:

- **Contact Information:** [New Phone/Email if applicable]
- **Key Skills:** [New Skill or Certification]
- **Availability:** [New Start Date or Notice Period]
- **Updated Resume:** [Attached/Link provided]

Please update my records accordingly to ensure the recruitment process proceeds with the most accurate data. I remain highly interested in this opportunity and am available for an interview at your earliest convenience.

Thank you for your prompt attention to this update.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile Link]