

[Your Name/Agency Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

RE: Candidate Submittal for Chief Executive Officer - [Candidate Name]

Dear [Recipient Name],

I am pleased to formally submit [Candidate Name] for the position of Chief Executive Officer at [Company Name].

Following our recent discussions regarding the leadership requirements for [Company Name], I have identified [Candidate Name] as an exceptional leader who possesses the strategic vision and operational expertise necessary to drive your organization forward. With over [Number] years of executive experience in the [Industry] sector, they have a proven track record of scaling businesses, improving profitability, and fostering high-performance cultures.

Key highlights of [Candidate Name]'s background include:

- [Achievement 1: e.g., Led a successful digital transformation resulting in 20% growth]
- [Achievement 2: e.g., Managed an annual budget of \$100M+ with high efficiency]
- [Achievement 3: e.g., Successfully navigated a major merger or acquisition]

I have attached their comprehensive resume and executive profile for your review. I am confident that their leadership style aligns perfectly with the board's vision and the company's long-term objectives.

I look forward to discussing this candidate with you further and arranging a preliminary interview.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]