

[Your Name]
[Your Title/Agency Name]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

RE: Candidate Submittal for Interim [Insert Job Title, e.g., CFO/CEO/COO]

Dear [Recipient Name],

I am pleased to submit [Candidate Name] for the position of Interim [Job Title] at [Company Name]. Following our discussion regarding your current leadership transition, I believe [Candidate Name] possesses the specific expertise required to maintain operational stability and drive key initiatives during this period.

Candidate Overview:

- **Relevant Experience:** [Number] years of C-suite experience, specifically within the [Industry] sector.
- **Key Accomplishment:** [Briefly describe a major relevant achievement, e.g., led a successful \$50M turnaround].
- **Interim Specialization:** Proven track record of stepping into high-pressure environments and delivering immediate results without a long ramp-up period.

Proposed Terms:

- **Availability:** [Date]
- **Estimated Duration:** [Number of months/weeks]
- **Fee Structure:** [Insert daily/monthly rate or percentage]

Attached is [Candidate Name]'s comprehensive resume and a list of professional references. I have personally vetted this candidate and am confident they will provide the high-level oversight your organization currently requires.

I will follow up with you tomorrow to schedule a preliminary interview. Please let me know if you require any additional information in the meantime.

Sincerely,

[Your Signature]