

Dear [Client Name],

I am pleased to submit the profile of [Candidate Name] for the [Job Title] position currently under search.

After our extensive evaluation and competency-based interview, we believe [Candidate Name] is a strong finalist for this mandate. This candidate currently serves as [Current Title] at [Current Company], where they have demonstrated significant success in [Key Achievement].

Key highlights of this profile include:

- [Highlight 1: Relevant Experience]
- [Highlight 2: Leadership/Cultural Fit]
- [Highlight 3: Measurable Result/Success]

Attached you will find the comprehensive Executive Assessment, which includes their professional biography, detailed career history, and our evaluation of their alignment with your specific requirements.

I will follow up with you tomorrow to discuss your feedback and arrange a preliminary interview. In the meantime, please feel free to reach out with any questions.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]