

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Exclusive Candidate Submittal: [Candidate Name] - Senior Technical Specialist

Dear [Hiring Manager Name],

I am pleased to formally submit **[Candidate Name]** for the **Senior Technical Specialist** position at [Company Name]. This submittal is provided on an exclusive basis through [Your Agency Name].

[Candidate Name] is a highly accomplished technical professional with [Number] years of experience in [Key Industry/Domain]. Following an extensive screening process, we have identified them as a top-tier match for your team's specific requirements.

#### **Candidate Highlights:**

- **Technical Expertise:** Expert proficiency in [Skill 1], [Skill 2], and [Skill 3].
- **Relevant Experience:** Successfully led [Project Type] resulting in [Specific Achievement/Metric].
- **Strategic Impact:** Proven ability to bridge the gap between complex technical architecture and business objectives.
- **Certifications:** Holds [Certification Name] and [Certification Name].

#### **Representation Terms:**

Please note that [Candidate Name] has granted [Your Agency Name] the exclusive right to represent them for this specific role. We kindly request that all communication regarding this candidate be directed through our office.

Attached you will find the candidate's resume and technical portfolio for your review. I will follow up with you on [Day] to discuss scheduling a preliminary interview.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]