

[Your Name/Agency Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Candidate Submittal for Senior Technical Specialist - [Candidate Name]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the Senior Technical Specialist position at [Company Name].

[Candidate Name] is a highly skilled technical professional with over [Number] years of experience in [Key Industry/Domain]. Their expertise aligns directly with the requirements of your team, specifically in the areas of [Technical Skill 1], [Technical Skill 2], and [Technical Skill 3].

Key Highlights:

- **Technical Proficiency:** Expert-level knowledge in [List Primary Software/Language/Tool].
- **Relevant Experience:** Successfully led the [Project Name] which resulted in [Specific Achievement or Efficiency Gain].
- **Problem Solving:** Proven track record of resolving complex architectural and system-level issues.
- **Certifications:** Holds [Certification 1] and [Certification 2].

Candidate Details:

- **Availability:** [Notice Period/Start Date]
- **Salary Expectation:** [Amount/Negotiable]
- **Current Location:** [City, State]

I have attached their resume and portfolio for your review. I am confident that [Candidate Name] possesses the senior-level technical leadership required to drive results for [Company Name].

Please let me know your availability to schedule a preliminary interview.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]