

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Urgent Submittal: Candidate for [Job Title] - [Niche Skillset]

Dear [Hiring Manager Name],

Regarding your urgent requirement for a [Job Title], I am submitting the following candidate who possesses the specific niche expertise in [Primary Niche Skill] that you require.

Candidate Name: [Candidate Full Name]

Current Role: [Current Job Title]

Availability: [Notice Period/Start Date]

Expected Salary/Rate: [Amount]

Niche Skill Highlights:

- [Skill 1]: [Years of experience/Specific achievement]
- [Skill 2]: [Certification or advanced proficiency level]
- [Skill 3]: [Experience with specific tool/technology]

Summary of Qualifications:

[Insert a brief paragraph explaining why this candidate is a perfect fit for the urgent vacancy and their experience with complex projects].

I have attached the candidate's resume for your immediate review. Given the scarcity of this skillset and the urgency of your project, I recommend scheduling an interview at your earliest convenience.

Please let me know your availability for a brief call or if you would like to move directly to an interview.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]