

CONFIDENTIAL

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Company Name]

Subject: Presentation of High-Performing Talent - [Candidate Reference Code]

Dear [Recipient Name],

I am writing to formally introduce a high-performance professional currently within my network who has demonstrated exceptional results in [Industry/Field]. This individual is not actively seeking new roles on the open market, and this introduction is being made on a strictly confidential basis.

Key Achievements and Qualifications:

- [Achievement 1: e.g., Increased revenue by X% over Y years]
- [Achievement 2: e.g., Led a team of X to complete project Z]
- [Achievement 3: e.g., Specialized expertise in Specific Technology/Methodology]
- [Education/Certification: e.g., MBA from X University / PMP Certified]

Based on your current organizational goals and the strategic direction of [Company Name], I believe this individual possesses the leadership caliber and technical proficiency to provide immediate value to your executive team.

I have attached a redacted professional profile for your review. Due to the sensitive nature of their current position, I request that this information remain within your immediate hiring circle.

If you are interested in exploring how this professional's background aligns with your upcoming initiatives, I would be happy to facilitate a confidential preliminary discussion.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]