

Dear [Hiring Manager Name],

I am reaching out to present an exceptional candidate, [Candidate Name], for the [Job Title] position.

While [Candidate Name] is not actively looking for a new role, they are a top-tier professional I have been tracking within the [Industry Name] sector. After a confidential discussion regarding your team's goals and the specific challenges of this position, they have expressed a select interest in exploring this specific opportunity with [Company Name].

**Key Highlights:**

- [Number] years of experience in [Core Skill/Field].
- Currently serving as [Current Job Title] at [Current Company].
- Proven track record in [Specific Achievement or Metric].
- Unique expertise in [Specialized Tool, Strategy, or Language].

Given their current status as a passive candidate, they bring a level of stability and proven success that is rarely found on the open market. I believe their background in [Specific Area] aligns perfectly with your current requirements for [Project or Department Name].

I have attached their resume for your private review. Please let me know your availability for a brief introductory call to discuss how [Candidate Name] can add immediate value to your organization.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Agency Name]  
[Phone Number]  
[Email Address]