

Dear [Hiring Manager Name],

I am writing to formally introduce **[Candidate Name]** for the **[Job Title]** position. While not actively seeking a new role, [Candidate Name] is a high-performing executive I have been tracking, who represents the top 5% of talent in the [Industry Name] sector.

Currently serving as [Current Title] at [Current Company], they have a proven track record of [mention 1-2 major achievements, e.g., increasing revenue by X% or leading a global digital transformation].

**Key Value Propositions:**

- **[Core Competency 1]:** [Brief description of expertise and impact].
- **[Core Competency 2]:** [Brief description of expertise and impact].
- **[Core Competency 3]:** [Brief description of expertise and impact].

What distinguishes [Candidate Name] is their ability to [mention a specific leadership quality, e.g., build high-performance cultures / navigate complex regulatory landscapes]. They are only open to a conversation because of your company's reputation for [mention a specific company strength].

I have attached their executive profile for your review. I would appreciate the opportunity to schedule a brief call to discuss how their specific background aligns with your strategic goals for the coming year.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]