

Dear [Hiring Manager Name],

I am writing to introduce an exceptional professional I am currently representing who is not active on the open market. Based on your company's recent growth in [Department/Industry], I believe this individual would be a strategic asset to your leadership team.

Candidate Profile: [Job Title/Functional Role]

- **Key Achievement:** [Insert quantifiable metric, e.g., Increased revenue by 40% or managed \$10M budget].
- **Expertise:** [Insert 2-3 core skills, e.g., Strategic Planning, Full-stack Development, or Global Supply Chain].
- **Background:** Over [Number] years of experience at top-tier firms including [Previous Company].
- **Current Status:** Gainfully employed but seeking a specific challenge in [Target Industry/Role Type].

This candidate has a proven track record of [Specific Outcome, e.g., scaling teams from 10 to 100]. I have fully vetted their technical skills and cultural fit, and they are exclusively interested in high-impact opportunities like those at [Company Name].

Would you be open to a brief introductory call on [Day] or [Day] to discuss how this individual's background aligns with your 2024 goals?

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email]