

**Date:** [Insert Date]

**To:** [Hiring Manager Name]

**Company:** [Client Company Name]

**Position:** [Job Title / Reference Number]

**Subject: URGENT: Candidate Submittal - [Candidate Name]**

Dear [Hiring Manager Name],

Please find attached the profile and resume for **[Candidate Name]** for the position of **[Job Title]**. Given the immediate nature of your requirement, we have fast-tracked this candidate through our internal screening process.

**Candidate Highlights:**

- **Relevant Experience:** [Number] years in [Industry/Field].
- **Key Technical Skills:** [Skill 1], [Skill 2], and [Skill 3].
- **Availability:** [Immediate / Notice Period].
- **Current Status:** Actively interviewing; high risk of competing offers.

**Consultant's Summary:**

[Candidate Name] has a proven track record in [Specific Achievement]. They are particularly interested in [Company Name] because of [Reason] and are prepared to interview within [Timeframe, e.g., 24 hours].

I have confirmed their salary expectations are within your range of [Salary Range].

Due to the urgency and the candidate's active status with other firms, I recommend an immediate review. Please let me know your availability for an initial interview by [Time/Date].

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]