

To: [Hiring Manager Name]
From: [Recruiter Name]
Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title/Reference Number]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** contract-to-hire position. After conducting a thorough screening, I believe their administrative background and professional demeanor align well with your team's requirements.

Candidate Overview:

- **Relevant Experience:** [Number] years in administrative support.
- **Key Skills:** [Skill 1], [Skill 2], [Software Proficiency].
- **Contract Terms:** Aware and agreeable to the [Number]-month contract-to-hire duration.
- **Availability:** [Available Start Date].
- **Requested Pay Rate:** \$[Amount] per hour.

Recruiter Comments:

[Candidate Name] has extensive experience managing high-volume scheduling and office operations. They are particularly interested in this role because of the potential for a long-term career path within [Company Name].

Please find the attached resume for your review. I look forward to your feedback and scheduling an interview.

Best regards,

[Recruiter Name]
[Agency Name]
[Phone Number]
[Email Address]