

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Candidate Submittal: [Candidate Name] - [Job Title] - Bilingual ([Language 1]/[Language 2])

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position on a contract-to-hire basis.

[Candidate Name] is a highly skilled professional with full professional fluency in both **[Language 1]** and **[Language 2]**. They bring [Number] years of experience in [Industry/Field], making them an ideal fit for your team's current requirements.

Candidate Highlights:

- **Bilingual Proficiency:** Native/Professional fluency in [Language 1] and [Language 2] with experience in technical translation and client communication.
- **Core Expertise:** Strong background in [Skill 1], [Skill 2], and [Skill 3].
- **Contract-to-Hire Availability:** Immediate availability to start on a contract basis with the intent of transitioning to a permanent role.
- **Key Achievement:** [Insert one major professional accomplishment].

Submission Details:

- **Hourly Contract Rate:** \$[Rate] per hour
- **Converted Salary Expectation:** \$[Salary] per year
- **Notice Period:** [Number of days/weeks]
- **Interview Availability:** [Insert times/dates]

I have attached the candidate's resume for your review. Please let me know when you would like to schedule an initial interview.

Best regards,

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