

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Candidate Submittal: [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I am pleased to present [Candidate Name] for the [Job Title] position on a contract-to-hire basis. With a strong background in [Specific Creative Discipline, e.g., UI/UX Design, Art Direction], they offer the technical expertise and creative vision required for your upcoming projects.

Candidate Overview:

- **Portfolio:** [Link to Portfolio]
- **Key Technical Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Experience:** [Number] years of experience working with brands such as [Previous Company/Client].
- **Contract Terms:** Available for a [Number]-month evaluation period prior to permanent conversion.

Why they are a fit:

[Candidate Name] recently [Briefly describe a specific achievement or relevant project]. Their aesthetic alignment with your brand and proficiency in [Specific Software/Tool] make them an ideal candidate to integrate into your creative team during this contract period.

Availability:

[Candidate Name] is available to interview on [Day/Time] and can start as early as [Date].

Please let me know if you would like to schedule an introductory interview or if you require additional portfolio samples.

Best regards,

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