

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the [Job Title] position on a contract-to-hire basis.

**Candidate Name:** [Candidate First and Last Name]

**Professional Summary:**

[Insert 2-3 sentences regarding the candidate's relevant experience and key skills.]

**Contract Terms:**

- **Hourly Bill Rate:** \$[Rate] per hour
- **Contract Duration:** [Number] months prior to eligibility for permanent hire
- **Conversion Salary:** \$[Amount] (expected)
- **Availability:** [Date/Notice Period]

**Key Highlights:**

- [Highlight 1: Years of experience with specific software/tools]
- [Highlight 2: Relevant certification or educational background]
- [Highlight 3: Achievement related to the job description]

I have attached [Candidate Name]'s resume for your review. Please let me know your availability to schedule an initial interview.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]