

To: [Hiring Manager Name]

From: [Your Name/Agency Name]

Date: [Current Date]

Subject: Urgent: Candidate Submittal for Emergency Coverage - [Position Title]

Dear [Hiring Manager Name],

In response to your urgent request for emergency staffing coverage, I am submitting the following candidate for immediate consideration:

- **Candidate Name:** [Candidate Name]
- **Position:** [Position Title]
- **Availability:** [Start Date/Time]
- **Shift/Schedule:** [Shift Details]
- **Hourly Rate:** [Rate]

Candidate Overview:

[Insert a brief 2-3 sentence summary of the candidate's relevant experience and their ability to start immediately with minimal orientation.]

Key Qualifications:

- [Qualification/Certification 1]
- [Qualification/Certification 2]
- [Relevant Software/Skill]

All necessary background checks and credentialing for this candidate are [complete/in progress]. Please let us know as soon as possible if you would like to proceed with this placement to ensure their availability for your emergency shift.

I look forward to your quick response.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]