

Date: [Insert Date]

To: [Client Name]  
[Client Company Name]  
[Client Address]

Re: Candidate Submittal for [Event Name] - [Job Position]

Dear [Client Name],

I am pleased to submit the following candidate(s) for your upcoming event, [Event Name], scheduled for [Event Dates]. We have carefully screened these individuals to ensure they meet the specific requirements and professional standards of your organization.

**Candidate Name:** [Candidate Full Name]

**Position:** [e.g., Brand Ambassador / Registration Clerk / Lead Supervisor]

**Key Experience:** [Brief summary of relevant event experience]

**Availability:** [Confirmed dates and times]

Attached to this email, you will find the candidate's professional profile and headshot for your review.

Please let us know if you would like to proceed with a brief interview or if you are ready to confirm this placement. We look forward to contributing to the success of your event.

Best regards,

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