

[Your Name/Agency Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

RE: Candidate Submittal for Interim [Job Title] Assignment

Dear [Client Name],

I am pleased to submit the following candidate for the interim management position at [Company Name]. Based on your specific requirements for immediate leadership in [Department/Function], we have identified a professional with a proven track record of delivering results during organizational transitions.

Candidate Name: [Candidate Full Name]
Availability: [Start Date/Notice Period]
Proposed Daily/Hourly Rate: [Rate]

Professional Summary:

[Candidate Name] is a seasoned executive with over [Number] years of experience in [Industry]. Their core competencies include [Skill 1], [Skill 2], and [Skill 3]. Most recently, they served as [Previous Interim Role] at [Previous Company], where they successfully [Brief Achievement].

Key Strengths for this Assignment:

- Experience in managing [Specific System/Process].
- Ability to stabilize teams during [Change/Restructuring].
- Demonstrated success in [Specific Metric/Goal].

I have attached the candidate's full CV and a summary of their project history for your review. Please let me know your availability for a brief introductory call or interview with [Candidate Name].

Sincerely,

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