

To: [Hiring Manager Name]

Company: [Client Company Name]

Date: [Date]

Subject: Candidate Submittal for Project: [Project Name/ID]

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the temporary project-based position of [Job Title]. Based on the project scope we discussed, I believe this individual possesses the specific technical skills required to meet your upcoming milestones.

Candidate Name: [Candidate Name]

Availability: [Start Date]

Project Duration: [Estimated Weeks/Months]

Hourly Rate: [Rate]

Key Project Qualifications:

- [Relevant Skill or Experience 1]
- [Relevant Skill or Experience 2]
- [Relevant Skill or Experience 3]

Attached is the candidate's resume and portfolio for your review. Please let me know your availability to schedule a brief interview or if you would like to proceed with a project briefing.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]