

Dear [Hiring Manager Name],

Pursuant to your urgent request for [Job Title] coverage today, [Date], I am pleased to submit the following candidate for immediate deployment:

Candidate Name: [Candidate First & Last Name]

Arrival Time: [Expected Start Time]

Hourly Rate: [Agreed Rate]

Candidate Overview:

[Candidate Name] is a highly reliable professional with [Number] years of experience in [Industry/Field]. They have been fully vetted, background-checked, and are prepared to begin tasks immediately upon arrival.

Key Skills:

- [Skill 1]
- [Skill 2]
- [Skill 3]

Please confirm that your team is ready to receive [Candidate Name] at the designated location. If you have any last-minute instructions regarding parking or check-in procedures, please let me know right away.

Thank you for choosing [Staffing Agency Name] for your urgent staffing needs.

Best regards,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]