

To: [Hiring Manager Name]
Company: [Company Name]
Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title] ([Language/s])

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the [**Job Title**] position. This candidate is a fully bilingual professional with native/fluent proficiency in both [**Language 1**] and [**Language 2**].

Candidate Profile:

- **Language Skills:** [Description of proficiency, e.g., Native Spanish / Fluent English]
- **Experience:** [Number] years of experience in [Industry/Field].
- **Key Skill 1:** [Relevant skill or software]
- **Key Skill 2:** [Relevant skill or certification]
- **Education:** [Degree/Institution]

Financial & Availability Details:

- **Salary Expectation:** \$[Amount] per year
- **Notice Period:** [Number of weeks]
- **Interview Availability:** [Days/Times]

Recruiter Comments:

[Briefly state why this candidate is a fit, specifically mentioning their ability to handle the bilingual requirements of the role].

Please find the resume attached for your review. I look forward to your feedback and scheduling an interview.

Best regards,

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