

Date: [Date]

To: [Hiring Manager Name]

Title: [Hiring Manager Title]

Company: [Company Name]

Re: Exclusive Candidate Submittal - [Candidate Name] - [Job Title/Reference Number]

Dear [Hiring Manager Name],

Pursuant to our exclusive search agreement, I am pleased to formally submit the following candidate for the position of [Job Title]. Based on our specialized search and vetting process, we believe this individual represents a top-tier match for your organization's requirements and culture.

**Candidate Profile Summary:**

- **Candidate Name:** [Candidate Name]
- **Current Title:** [Current Job Title]
- **Key Qualifications:** [List 2-3 specific skills or achievements]
- **Notice Period:** [Number of days/weeks]
- **Salary Expectation:** [Amount]

**Recruiter Assessment:**

[Briefly describe why this candidate is a fit, highlighting specific achievements that align with the company's pain points.]

Attached you will find the candidate's resume and [any additional documents like portfolios or assessments]. Per our exclusivity period, we have cleared this candidate for your review only and they are not currently being presented to other firms.

Please let me know your availability for an initial interview by [Date/Time]. I look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]