

To: [Hiring Manager Name/Board of Directors]

From: [Recruiter Name/Search Firm]

Date: [Current Date]

Subject: Executive Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

I am pleased to present [Candidate Name] for the position of [Job Title]. Following an extensive search and vetting process, we have identified [Candidate Name] as a top-tier finalist who aligns with the strategic vision and leadership requirements of [Company Name].

Executive Summary:

- **Current/Recent Role:** [Current Title] at [Current Company]
- **Relevant Experience:** [Number] years of leadership in [Industry/Functional Area]
- **Education:** [Degree/Institution]
- **Compensation Expectations:** [Base Salary/Total Package Requirements]
- **Notice Period:** [Availability]

Key Accomplishments and Value Proposition:

- [Highlight 1: Strategy/Revenue Growth/Scale]
- [Highlight 2: Cultural Leadership/Team Management]
- [Highlight 3: Industry Specific Expertise/Technical Skills]

Recruiter Assessment:

[Insert a brief paragraph regarding the candidate's leadership style, motivations for leaving, and why they are a strong cultural fit for the executive team].

Attached you will find the candidate's professional resume and [Portfolio/Case Study/Reference List]. I look forward to your feedback and to scheduling a formal interview.

Best regards,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]