

Dear [Hiring Manager Name],

I am pleased to submit a highly qualified candidate, [Candidate Name], for the [Job Title] position.

While [Candidate Name] is not actively looking for a new role, I have been in discussions with them regarding their career goals. Based on our conversations and your specific requirements, I believe their background is an exceptional match for your team.

Candidate Highlights:

- **Current Role:** [Current Job Title] at [Current Company]
- **Key Achievement:** [Specific achievement or project relevant to the role]
- **Relevant Skills:** [Skill 1], [Skill 2], and [Skill 3]
- **Motivation:** [Brief reason why they are open to this specific opportunity]

I have attached their resume for your review. [Candidate Name] is available for an initial confidential conversation on [Day of Week] at [Time range].

Please let me know if you would like to schedule an introductory interview.

Best regards,

[Your Name]
[Your Title]
[Your Company]