

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the [Job Title] position. [Candidate Name] is a highly qualified professional with [Number] years of experience in [Industry/Field].

Please note that this candidate is currently residing in [Current City, State] and is planning to relocate to [Target City, State]. They have confirmed their commitment to moving and are available to start within [Time Frame] of an offer.

**Candidate Highlights:**

- [Key Skill or Achievement 1]
- [Key Skill or Achievement 2]
- [Key Skill or Achievement 3]

**Relocation Details:**

- **Reason for Relocation:** [e.g., Family, returning to hometown, specific desire for the area]
- **Relocation Assistance:** [e.g., Not required / Negotiable / Standard package requested]
- **Availability for Interview:** [e.g., Available via Video Call; can travel for final rounds with 48 hours notice]

I have attached the candidate's resume for your review. I look forward to hearing your feedback and scheduling an initial interview.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]