

Date: [Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** contract position. Based on your requirements for the project, I believe [Candidate Name] offers the specific expertise needed to deliver immediate results.

Candidate Profile Summary:

- **Relevant Experience:** [Number] years in [Industry/Specialty].
- **Key Technical Skills:** [Skill 1], [Skill 2], and [Skill 3].
- **Key Accomplishment:** [Briefly mention a past project or result].

Contractual Details:

- **Availability:** [Available Start Date]
- **Hourly/Project Rate:** [Rate Amount]
- **Duration:** Available for the full [Number] month contract term.

I have attached the candidate's resume and portfolio for your review. [Candidate Name] is available for an interview on [Available Dates/Times].

Thank you for your consideration. I look forward to your feedback.

Best regards,

[Your Name]

[Your Title/Agency Name]

[Phone Number]

[Email Address]