

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Address]

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the Executive Freelance Consultant position regarding the [Project Name/Department] initiative.

[Candidate Name] is a high-level expert with over [Number] years of experience in [Industry/Specialization]. Having held previous executive roles such as [Previous Title], they offer the strategic oversight and specialized knowledge required for this high-impact consultancy.

Key qualifications include:

- [Key Achievement 1]
- [Key Achievement 2]
- [Specific Technical or Leadership Skill]

This candidate is available to begin on [Start Date] and has agreed to the proposed hourly/project rate of [Rate]. Their resume and professional portfolio are attached for your review.

I look forward to discussing how [Candidate Name] can drive immediate results for your organization.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Agency Name]