

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Re: Candidate Submittal for Short-Term Consultancy - [Project Name/Reference Number]

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the short-term freelance consultancy position as discussed.

**Candidate Name:** [Candidate Full Name]

**Proposed Role:** [Specific Consultant Title]

**Summary of Qualifications:**

[Candidate Name] is a specialist in [Core Skill/Industry] with over [Number] years of experience. They have a proven track record of delivering high-impact results in short-term engagements, specifically in [Mention 1-2 key technical areas or project types].

**Key Project Achievements:**

- [Achievement 1: e.g., Successfully implemented X system within a 3-month timeframe.]
- [Achievement 2: e.g., Reduced operational costs by X% for a previous client.]

**Availability and Logistics:**

- **Available Start Date:** [Date]
- **Duration:** Available for the full duration of the [Number]-week/month project.
- **Hourly/Project Rate:** [Rate Amount]
- **Work Format:** [Remote / On-site / Hybrid]

Attached are the candidate's resume and portfolio for your review. I am confident that [Candidate Name] possesses the exact expertise required to complete this project efficiently. Please let me know your availability to schedule an introductory interview.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]