

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the position of [Job Title].

As a bilingual executive with fluency in both [Language 1] and [Language 2], [Candidate Name] brings over [Number] years of leadership experience within the [Industry] sector. They have a proven track record of managing cross-functional teams and driving international business growth.

Key highlights of their profile include:

- Full professional proficiency in [Language 1] and [Language 2].
- Extensive experience in [Key Skill/Specialization].
- Proven ability to lead diverse teams across global markets.
- Strong financial acumen and strategic planning capabilities.

Regarding logistics, [Candidate Name] is fully relocation-ready and prepared to transition to [Target Location] immediately. They have expressed a strong interest in your organization's global initiatives and are eager to contribute to your executive team.

I have attached their resume for your review. Please let me know when you would be available to schedule an initial interview.

Best regards,

[Your Name]

[Your Title]

[Your Company]