

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position. [Candidate Name] is a high-caliber executive with extensive experience in [Industry/Specialization], currently serving as [Current Title] at [Current Company].

While currently based in [Current City], [Candidate Name] is fully "relocation-ready." They have expressed a specific commitment to relocating to [Target City/Region] for the following reasons:

- [Reason 1: e.g., Family ties to the area]
- [Reason 2: e.g., Previous residency and desire to return]
- [Reason 3: e.g., Specific career interest in this geographic market]

Key Qualifications:

- [Benefit 1: e.g., 15+ years of strategic leadership]
- [Benefit 2: e.g., Proven track record in scaling revenue by X%]
- [Benefit 3: e.g., Expertise in global operations and team restructuring]

Regarding the transition, [Candidate Name] is prepared to move within a [Number]-day timeframe upon offer acceptance. They are available for in-person interviews on [Dates/Times] and are flexible for initial video consultations.

Attached are the candidate's resume and leadership profile for your review. I look forward to your feedback on moving forward with an interview.

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency Name]