

Date: [Insert Date]

To: [Hiring Manager Name]  
[Facility/Organization Name]  
[Department Name]

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

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]** at **[Facility Name]**. [Candidate Name] is a highly skilled [Profession, e.g., Registered Nurse/Physical Therapist] with [Number] years of experience in [Specialty Area].

Key qualifications include:

- **License/Certification:** Holds a current [State] license and [Specialty Certifications].
- **Clinical Expertise:** Extensive background in [Specific Skill 1], [Specific Skill 2], and [Specific Skill 3].
- **Education:** [Degree] from [University Name].

**Relocation Status:**

The candidate is fully prepared for relocation to [City/Area]. They have already [completed research on the area / secured housing / established a timeline] and are ready to start within [Number] weeks of a formal offer. [Candidate Name] is specifically interested in your facility because of [Reason for interest in specific organization].

Attached you will find the candidate's resume, certifications, and references. We have thoroughly screened this candidate and believe they would be an excellent fit for your clinical team.

Please let me know your availability to schedule an initial interview.

Best regards,

[Your Name]  
[Your Title]  
[Your Agency/Company Name]  
[Your Phone Number]  
[Your Email Address]