

Dear [Hiring Manager Name],

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

[Candidate Name] possesses [Number] years of experience in [Industry/Field], specifically excelling in [Key Skill 1] and [Key Skill 2]. Throughout their career, they have demonstrated a strong track record of [Specific Achievement].

Please note the following key details regarding their candidacy:

- **Availability:** Immediate. The candidate is prepared to start as soon as an offer is extended.
- **Relocation:** Fully relocation-ready. The candidate has confirmed they are prepared to move to [City/State] immediately and requires no lead time for the transition.
- **Key Qualifications:** [Qualification/Certification] and expertise in [Tool/Software].

I have attached their resume for your review. [Candidate Name] is available for interviews at your earliest convenience via [Phone/Video Call/In-Person].

I look forward to your feedback on moving forward with this submittal.

Sincerely,

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