

**To:** [Hiring Manager Name/Company Name]

**From:** [Your Name/Agency Name]

**Date:** [Date]

**Subject:** Candidate Submittal: [Candidate Name] - [Job Title] - Relocation Ready

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the [**Job Title**] short-term contract position.

Candidate Highlights:

- **Availability:** [Start Date]
- **Contract Duration:** Open to [Number] months/weeks
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Relevant Experience:** [Briefly mention 1-2 past projects or companies]

**Relocation Status:**

[Candidate Name] is fully prepared to relocate to [Work Location] immediately for the duration of this contract. They have confirmed they are "relocation-ready" with no contingencies and are comfortable with the short-term nature of the assignment.

Please find the attached resume for your review. I look forward to scheduling an interview at your earliest convenience.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]