

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 position of [**Job Title**]. After evaluating their qualifications and career goals, I have confirmed that they are a highly qualified match for your requirements and are fully prepared to relocate to [**City/State**].

Candidate Overview:

- **Current Location:** [City, State]
- **Experience:** [Number] years in [Industry/Specialty]
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Notice Period:** [Number of weeks]

Relocation Status:

- **Motivation:** [Brief reason, e.g., Family in the area / Targeted career move]
- **Timeline:** Ready to move within [Number] days of an offer.
- **Assistance:** [Candidate is self-funding relocation / Candidate requires standard assistance].

Why they are a fit:

[Insert 2-3 sentences regarding specific achievements or how their background solves the hiring manager's current needs].

Please find the attached resume for your review. [Candidate Name] is available for a video or phone interview on [Day] at [Time].

I look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]