

To: [Hiring Manager Name]

From: [Recruiter Name/Agency]

Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Bilingual Language Pair] - [Position Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Position Title]** role. After a thorough screening, I have identified this candidate as an ideal fit for your remote bilingual requirements.

**Candidate Overview:**

- **Language Proficiency:** Native/Fluent in [Language 1] and [Language 2].
- **Remote Experience:** [Number] years of experience working in distributed environments with a proven track record of self-management.
- **Technical Skills:** Proficient in [Tool 1], [Tool 2], and [Tool 3].
- **Key Achievement:** [Brief highlight of a past professional success].

**Logistical Details:**

- **Location/Timezone:** [Candidate Location] / [Timezone].
- **Availability:** [Notice Period/Start Date].
- **Salary Expectation:** [Amount/Range].
- **Work Authorization:** [Status].

**Recruiter Comments:**

[Candidate Name] possesses excellent communication skills in both languages and maintains a dedicated home office setup. Their ability to bridge language gaps while working independently makes them a strong asset for your remote team.

Please find the attached resume for your review. I look forward to your feedback and scheduling an initial interview.

Best regards,

[Your Name]

[Your Title]

[Your Company]