

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the [Job Title] contract position.

Candidate Details:

- **Name:** [Candidate Name]
- **Location:** [City, State/Country]
- **Availability:** [Start Date / Notice Period]
- **Hourly Rate:** [Rate Amount]
- **Time Zone:** [Candidate Time Zone]

Professional Summary:

[Insert a brief summary of why the candidate is a fit for this remote role, highlighting their experience with remote collaboration tools and specific technical skills.]

Key Qualifications:

- [Skill/Experience 1]
- [Skill/Experience 2]
- [Skill/Experience 3]

I have attached the candidate's resume and portfolio for your review. Please let me know your availability to schedule a remote interview.

Best regards,

[Your Name]

[Your Title]

[Your Company]