

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the position of [**Job Title**]. With over [Number] years of leadership experience, [Candidate Name] has a proven track record of managing high-level operations and distributed teams in a remote environment.

Candidate Highlights:

- **Current Role:** [Current Job Title] at [Company]
- **Remote Proficiency:** [Number] years of experience leading global teams via [Software/Tools].
- **Key Achievement:** [Brief mention of a major executive accomplishment].
- **Leadership Style:** Expertise in [Strategic Planning / Change Management / Revenue Growth].

Qualifications Summary:

[Candidate Name] possesses the executive presence and digital fluency required to drive organizational goals without a physical office presence. They have successfully navigated [Industry-specific challenge] and are prepared to bring that same level of strategic oversight to [Client Company Name].

Availability and Salary:

- **Notice Period:** [Number of weeks]
- **Salary Expectation:** [Amount/Range]
- **Interview Availability:** [Timeframe]

I have attached their executive bio and CV for your review. I look forward to your feedback and to scheduling an initial interview.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]