

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Candidate Submittal - [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After conducting a thorough screening, I believe their experience and background align perfectly with your requirements for this full-time remote role.

Candidate Profile Summary:

- **Location:** [Candidate City, State/Country]
- **Remote Experience:** [Number] years working in distributed environments.
- **Technical Skills:** [Skill 1], [Skill 2], [Skill 3].
- **Notice Period:** [Number of days/weeks].
- **Salary Expectation:** [Amount].

Why they are a strong fit:

[Candidate Name] has a proven track record of maintaining high productivity and clear communication while working remotely. They possess the necessary home office infrastructure and are comfortable working within the [Insert Time Zone] time zone.

Attached is their resume and portfolio for your review. Please let me know when you would like to schedule an initial interview.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]