

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 **[Job Title]** position. With over [Number] years of experience in [Industry/Field], they offer the high-level expertise required for this senior role.

Key highlights of their profile include:

- **Remote Proficiency:** [Number] years of experience working in distributed teams with mastery of [Tools: e.g., Slack, Jira, Zoom].
- **Senior Expertise:** Proven track record in [Specific Skill 1] and [Specific Skill 2].
- **Leadership:** Experience in [Managing teams/Leading projects] across multiple time zones.
- **Availability:** [Candidate Name] is based in [Time Zone] and is available to start within [Notice Period].

I have attached their resume and portfolio for your review. [Candidate Name] is available for an interview on [Day of Week] at [Time].

I look forward to your feedback.

Best regards,

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