

[Your Agency Name]  
[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]

**RE: Exclusive Candidate Submittal - [Candidate Name] for [Job Title/Reference Number]**

Dear [Client Contact Name],

We are pleased to formally submit **[Candidate Name]** for the position of [Job Title]. This candidate has been vetted through our exclusive offshore talent pipeline and is being presented to [Client Company Name] on a **sole-representation basis** for a period of [Number] days.

**Candidate Profile Summary:**

- **Location:** [City, Country]
- **Key Technical Skills:** [Skill 1, Skill 2, Skill 3]
- **Relevant Experience:** [Number] years in [Industry/Field]
- **Language Proficiency:** [e.g., C1 English / Native]
- **Availability:** [Notice Period/Start Date]

**Value Proposition:**

[Candidate Name] has a proven track record in [Specific Achievement]. Our internal assessments confirm they possess the cultural alignment and communication skills necessary for seamless integration into your remote team.

**Terms of Submittal:**

By reviewing the attached resume and interviewing this candidate, it is agreed that [Client Company Name] acknowledges [Your Agency Name] as the exclusive source of this talent. Should a placement occur, it will be subject to our standard offshore service agreement.

Attached you will find the candidate's full CV and our internal evaluation report. Please let us know your availability for an initial screening call.

Best regards,

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