

Dear [Hiring Manager Name],

I am writing to formally introduce [Candidate Name] for the position of [Job Title] at [Company Name]. As a highly accomplished executive based in [Location/Country], [Candidate Name] brings over [Number] years of leadership experience and a proven track record of driving global initiatives within the [Industry] sector.

Key highlights of their professional background include:

- [Achievement 1: e.g., Led a cross-functional team of 100+ employees]
- [Achievement 2: e.g., Increased regional revenue by 40% over two years]
- [Achievement 3: e.g., Expertise in digital transformation and market expansion]

Despite being based offshore, [Candidate Name] has extensive experience working with international stakeholders and is fully prepared to manage [Time Zone/Travel] requirements. Their strategic vision and ability to lead remote operations make them a unique asset for your organization's global growth.

I have attached their executive profile and resume for your review. I would welcome the opportunity to schedule a brief call to discuss how their expertise aligns with your current leadership needs.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Agency Name]

[Your Phone Number]

[Your Email Address]