

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Candidate Submittal for [Job Title/Position Reference Number]

Dear [Hiring Manager Name],

We are pleased to submit the following offshore IT professional for your consideration regarding the [Job Title] position. Our candidate has undergone a rigorous internal technical screening and possesses the necessary skills to support your project requirements remotely.

**Candidate Profile:**

- **Full Name:** [Candidate Name]
- **Current Location:** [City, Country]
- **Total Experience:** [Number] Years
- **Primary Skills:** [Skill 1, Skill 2, Skill 3]
- **English Proficiency:** [Fluent/Professional]
- **Availability:** [Immediate/Notice Period]
- **Time Zone Coverage:** [e.g., 4 hours overlap with EST/GMT]

**Technical Expertise Summary:**

[Insert 3-4 sentences highlighting specific projects, technologies used, and relevant achievements that align with the job description.]

**Proposed Rate:** [Hourly/Monthly Rate in USD/EUR]

Attached to this email, you will find the candidate's comprehensive resume and technical portfolio. We are available to coordinate a video interview at your earliest convenience, taking into account the time zone differences.

We look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Contact Information]