

Date: [Date]

[Client Name]
[Client Title]
[Company Name]
[Company Address]

Subject: Offshore Technical Resource Submittal - [Candidate Name]

Dear [Client Name],

We are pleased to submit the following offshore technical resource for the position of [Job Title/Role] for your project [Project Name].

Resource Details:

- **Name:** [Candidate Name]
- **Role:** [e.g., Senior Full Stack Developer]
- **Location:** [Offshore City, Country]
- **Total Experience:** [Number] Years
- **Primary Skills:** [Skill 1, Skill 2, Skill 3]
- **Availability:** [Date/Notice Period]
- **Work Hours:** [Time Zone Coverage, e.g., 9:00 AM to 6:00 PM IST / 4-hour overlap with EST]

Professional Summary:

[Candidate Name] has extensive experience in [Key Technology]. They have successfully delivered projects involving [Specific Project Type or Industry]. Their technical expertise includes [List specific tools/frameworks].

Please find the attached resume for a detailed review of their qualifications. We are available to schedule a technical interview at your earliest convenience.

Sincerely,

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