

Date: [Date]  
To: [Hiring Manager Name]  
Company: [Company Name]

**Subject: Candidate Submittal: [Candidate Name] - [Job Title]**

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]** in **[Target Country/City]**.

After a thorough screening process, I have identified this candidate as an ideal fit for your expatriate requirements due to their dual-language proficiency and international professional background. Below is a summary of their qualifications:

- **Language Proficiency:** Native/Fluent in both [Language 1] and [Language 2].
- **Relevant Experience:** [Number] years of experience in [Industry/Specialization].
- **Expatriate Readiness:** [Candidate Name] has previously worked in [List Countries] and possesses the cultural adaptability required for this relocation.
- **Key Achievement:** [Briefly mention a specific professional success].
- **Availability:** [Notice period or potential start date].

**Relocation Status:** [Candidate Name] is prepared to relocate to [Location] and is currently [holding/applying for] the necessary [Visa/Work Permit] documentation.

I have attached their updated CV and language certification for your review. I look forward to your feedback regarding next steps for an interview.

Best regards,

[Your Name]  
[Your Title]  
[Your Agency/Company Name]