

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Full Name] for the position of [Job Title] for your operations in [Target Country/Region].

With over [Number] years of global executive experience, [Candidate Last Name] has a proven track record of leading large-scale international business units. They possess the specific cultural intelligence and strategic agility required to navigate the complexities of the [Region Name] market.

**Executive Profile Summary:**

- **Current Role:** [Current Title] at [Current Company]
- **Relevant Experience:** [Briefly describe 1-2 major international achievements]
- **Expatriate Status:** [Years of international experience/Previous host countries]
- **Language Proficiency:** [List languages and fluency levels]

**Candidate Motivation and Mobility:**

[Candidate Last Name] is highly motivated by this specific opportunity due to [Reason]. They have confirmed full mobility for themselves and their family, and they are prepared to relocate by [Earliest Start Date].

**Compensation Expectations:**

- **Base Salary:** [Currency/Amount]
- **Expatriate Package:** [Briefly note requirements like housing, schooling, or tax equalization]

I have attached their executive CV and a detailed leadership assessment for your review. Please let me know your availability to schedule an initial interview.

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]