

Date: [Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Address]

Re: Candidate Submittal - [Candidate Name] - [Job Title/Position]

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the position of [**Job Title**]. After a comprehensive search and screening process, we have identified [Candidate Name] as an exceptional executive leader with extensive experience in international markets.

Executive Profile Summary:

- **Current Role:** [Current Title] at [Current Company]
- **International Experience:** Over [Number] years of experience working across [Regions/Countries].
- **Key Achievement:** [Briefly mention one major global accomplishment].
- **Expatriate Status:** [Candidate] is currently based in [Location] and is fully prepared for relocation to [Target Location].

Strategic Value:

[Candidate Name] possesses the cross-cultural leadership skills and operational expertise required to lead your global initiatives. They have a proven track record of managing diverse teams and navigating complex regulatory environments in foreign markets.

Availability and Logistics:

- **Notice Period:** [Number of Weeks/Months]
- **Relocation Requirements:** [e.g., Full expat package, local-plus, or relocation assistance required]
- **Language Proficiency:** [List relevant languages]

Attached are the candidate's resume and a detailed executive brief. We recommend scheduling an initial interview at your earliest convenience to discuss how their global expertise aligns with your organizational goals.

Sincerely,

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

[Phone Number]
[Email Address]