

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

Date: [Date]

Subject: Candidate Submittal: [Candidate Name] for [Job Title/Reference Number]

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the position of [**Job Title**]. With an extensive background in international leadership and a proven track record of managing cross-functional teams across global markets, [Candidate Name] is an ideal fit for your organization's expatriate leadership requirements.

Key highlights of their profile include:

- **International Experience:** Over [Number] years of experience operating in [Regions/Countries].
- **Strategic Leadership:** Successfully led teams of [Number] employees with P&L responsibility of [Amount].
- **Cultural Adaptability:** Proven ability to navigate complex regulatory environments and diverse business cultures.
- **Language Skills:** Fluent in [Language 1], [Language 2], and [Language 3].
- **Key Achievement:** [Briefly describe one major global project or turnaround].

Current Status and Logistics:

- **Current Location:** [City, Country]
- **Citizenship/Visa Status:** [Details]
- **Availability:** [Notice Period/Start Date]
- **Compensation Expectation:** [Amount/Expatriate Package details]

I have attached the candidate's CV and executive summary for your review. I am confident that [Candidate Name] possesses the global vision and operational expertise required to drive success for your international operations.

I look forward to discussing this profile with you further.

Best regards,

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