

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the short-term expatriate position of [**Job Title**]. After a thorough screening process, we have identified this candidate as a strong match for your project requirements in [**Project Location**].

Candidate Profile Summary:

- **Current Location:** [City, Country]
- **Nationality:** [Candidate Nationality]
- **Years of Experience:** [Number] years in [Industry/Field]
- **Previous Expat Experience:** [List relevant countries or 'None']
- **Technical Expertise:** [Key skill 1], [Key skill 2], and [Key skill 3]

Contractual Readiness:

- **Availability:** [Insert Start Date or Notice Period]
- **Visa Status:** [Insert Status, e.g., Requires sponsorship / Holds valid business visa]
- **Contract Duration:** Available for the full [Number of months] month term.
- **Expected Rate:** [Insert Daily/Monthly Rate] (inclusive/exclusive of per diem).

The candidate's resume and [Certifications/References] are attached for your review. [Candidate Name] is available for a video interview on [Insert Dates/Times].

We look forward to your feedback regarding the next steps in the selection process.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Phone Number]

[Email Address]