

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Candidate Submittal for [Leadership Position Title]

Dear [Recipient Name],

I am pleased to formally submit [Candidate Name] for consideration for the position of [Leadership Position Title] as part of our upcoming leadership transition.

As we navigate this period of change, we have prioritized identifying a leader who possesses the strategic vision and cultural alignment necessary to sustain our current momentum. [Candidate Name] has been selected based on their extensive experience in [Key Industry/Function] and their proven track record of leading teams through periods of organizational growth and transformation.

Key highlights of [Candidate Name]'s qualifications include:

- [Highlight 1: e.g., Over 15 years of executive leadership experience]
- [Highlight 2: e.g., Successful management of a \$50M operational budget]
- [Highlight 3: e.g., Expertise in change management and talent development]

Attached you will find the candidate's full resume, professional references, and a detailed transition plan draft. We believe [Candidate Name] is the ideal successor to ensure a seamless transition and long-term stability for [Company Name].

I look forward to discussing this submittal with you further. Please let me know your availability for a formal review meeting.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]