

Dear [Hiring Manager Name],

I am pleased to submit a batch of [Number] pre-vetted candidates for the [Job Title] position (Job ID: [ID Number]).

All candidates included in this submittal have successfully completed the initial screening process and have passed a comprehensive background check, including:

- Criminal Record Check
- Employment Verification
- Education Verification
- [Additional Check, e.g., Drug Screening]

The following candidates are ready for immediate interview or onboarding:

<b>Candidate Name</b>	<b>Phone Number</b>	<b>Email Address</b>	<b>Availability Date</b>
[Candidate 1 Name]	[Phone]	[Email]	[Date]
[Candidate 2 Name]	[Phone]	[Email]	[Date]
[Candidate 3 Name]	[Phone]	[Email]	[Date]

I have attached their resumes and background clearance certificates to this email. Please let me know your preferred dates for the next steps in the hiring process.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]