

Dear [Hiring Manager Name],

I am pleased to submit a batch of [Number] interview-ready candidates for the [Job Title] position (Batch #[Batch Number]).

All candidates in this group have been fully screened, vetted for technical skills, and have confirmed their availability for the upcoming training start date on [Date].

**Batch Summary:**

- **Role:** [Job Title]
- **Total Candidates:** [Number]
- **Key Strengths:** [e.g., Customer Service experience, Technical Proficiency, High Volume capacity]

**Candidate List:**

Candidate Name	Core Competency	Experience Level	Resume Link
[Name 1]	[Skill/Strength]	[Years]	[Link]
[Name 2]	[Skill/Strength]	[Years]	[Link]
[Name 3]	[Skill/Strength]	[Years]	[Link]

Please let us know your preferred dates for the panel interviews. We have reserved [Date/Time] on our calendar to facilitate these meetings.

Best regards,

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