

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: Candidate Submittal for Temp-to-Perm Conversion - [Candidate Name]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. Having evaluated their skills and experience, we believe they are an excellent fit for your team's current requirements.

As discussed, we are offering this candidate under a discounted temp-to-perm conversion structure. The terms for this submittal are as follows:

- **Temporary Hourly Bill Rate:** \$[Amount] per hour
- **Minimum Contract Period:** [Number] months/hours prior to conversion
- **Discounted Permanent Placement Fee:** [Percentage]% of first-year annual salary (if converted after the minimum period)

Please find the candidate's resume attached for your review. We are available to schedule an interview at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]