

To: [Hiring Manager Name]

From: [Your Name/Agency Name]

Date: [Current Date]

Subject: URGENT: Temp-to-Perm Candidate Submittal - [Candidate Name]

Dear [Hiring Manager Name],

I am writing to formally submit [Candidate Name] for the [Job Title] position. This candidate is currently available for an immediate temp-to-perm conversion.

Due to the urgent nature of your requirement and the candidate's high demand in the current market, we highly recommend an expedited review of their profile. [Candidate Name] possesses the following key qualifications:

- [Key Skill or Experience 1]
- [Key Skill or Experience 2]
- [Key Skill or Experience 3]

Current Availability: [Start Date]

Proposed Conversion Period: [Number of hours/days] prior to permanent hire.

Attached you will find the candidate's updated resume and references. Please let us know your availability for an interview by [Time/Date] to ensure we do not lose this candidate to other offers.

Thank you for your prompt attention to this submittal.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]