

To: [Hiring Manager Name]

Company: [Client Company Name]

Date: [Current Date]

Subject: HIGH PRIORITY: Candidate Submittal - [Candidate Name] - [Job Title/ID]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position. This is a high-priority candidate who possesses the exact technical requirements and industry experience we discussed for this project.

Candidate Profile Summary:

- **Availability:** [Immediate / Notice Period]
- **Location:** [City, State / Remote]
- **Contract Rate:** [Rate]
- **Top Technical Skills:** [Skill 1], [Skill 2], [Skill 3]

Key Qualifications:

- [Highlight 1: Specific project or years of experience]
- [Highlight 2: Specific certification or tool expertise]
- [Highlight 3: Achievement relevant to the client's current pain point]

I have thoroughly vetted [Candidate Name], and they are ready to interview immediately. Given their current interview activity with other firms, I recommend a review of their resume as soon as possible.

Please find the attached resume and portfolio for your review. I look forward to your feedback regarding next steps.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]