

To: [Hiring Manager Name/Account Manager Name]

From: [Your Name/Recruiter Name]

Date: [Current Date]

Subject: Urgent Candidate Submittal: [Candidate Name] for [Job Title] - [Job ID]

Dear [Recipient Name],

Please find below the profile for a high-priority candidate available for rapid deployment to the [Job Title] position.

Candidate Overview:

- **Name:** [Candidate Name]
- **Current Location:** [City, State]
- **Availability to Start:** [Immediate / 24-48 Hours / Specific Date]
- **Years of Relevant Experience:** [Number]
- **Technical Skills:** [Skill 1], [Skill 2], [Skill 3]

Why This Candidate is a Fit:

[Insert 2-3 sentences regarding the candidate's specific achievements and their ability to hit the ground running without extensive training.]

Logistical Details:

- **Work Authorization:** [Status]
- **Desired Rate/Salary:** [Amount]
- **Interview Availability:** [Specific Times]

I have attached the candidate's resume for your immediate review. Due to the rapid nature of this deployment, please let me know your interest as soon as possible so we can secure their availability.

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]