

To: [Hiring Manager Name]

From: [Your Name/Agency Name]

Date: [Current Date]

Subject: URGENT: Candidate Submittal - [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

In response to your urgent requirement for the **[Job Title]** position (Req ID: [Job ID]), I am pleased to submit the following high-priority candidate:

- **Candidate Name:** [Candidate Name]
- **Current Location:** [City, State]
- **Notice Period:** [Immediate / Number of Days]
- **Key Experience:** [Number] years in [Core Technology/Industry]
- **Expected Salary/Rate:** [Amount]

Executive Summary:

[Insert 2-3 sentences highlighting why this candidate is a perfect fit for the urgent need, focusing on immediate availability and specific technical skills].

Availability for Interview:

The candidate is available to interview at the following times:

1. [Date/Time]
2. [Date/Time]

Please find the attached resume for your immediate review. Given the urgency of this role, I will follow up with you via phone shortly to discuss moving to the next stage.

Best Regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]