

Date: [Insert Date]

To: [Hiring Manager Name or Human Resources Department]

Company: [Prospective Company Name]

Address: [Company Address]

Subject: Formal Representation of Candidate: [Candidate Reference ID/Code]

Dear [Name of Contact],

On behalf of [Recruitment Agency Name], I am pleased to present a highly qualified professional for the position of [Job Title]. To maintain the privacy of the candidate during this initial stage, they are currently being represented anonymously under **Reference ID: [Insert ID]**.

Candidate Profile Highlights:

- **Current Role:** [Current Job Title]
- **Total Experience:** [Number] years in [Industry]
- **Key Technical Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Notable Achievement:** [Briefly describe a major professional success]
- **Education:** [Degree/Certification]

Reason for Anonymity:

The candidate is currently employed and wishes to maintain strict confidentiality regarding their job search until a mutual interest is established and an interview is requested.

Attached to this letter is a redacted resume highlighting the candidate's qualifications and experience without disclosing personal identity or current employer details.

Should you wish to review the full profile or schedule an initial conversation, please contact me directly. We will disclose the candidate's identity once a Non-Disclosure Agreement (NDA) is in place or upon the candidate's express consent to proceed with your specific organization.

Thank you for your time and for respecting the confidentiality of this process.

Sincerely,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]

[Phone Number]

[Email Address]