

Strictly Confidential

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]

Re: Confidential Candidate Introduction - [Candidate Reference Code/Job Title]

Dear [Recipient Name],

I am writing to formally introduce a highly qualified professional who is currently exploring new career opportunities. Due to the sensitive nature of their current employment, this introduction is being made on a strictly confidential basis.

Candidate Profile Overview:

- **Current Role:** [Current Job Title]
- **Experience:** [Number] years in [Industry/Specialization]
- **Key Achievements:** [Briefly mention 1-2 major accomplishments]
- **Core Skills:** [Skill 1], [Skill 2], and [Skill 3]

I have identified this candidate as a potential match for your organization based on their proven track record in [Specific Area]. I believe their expertise aligns closely with your current objectives at [Company Name].

Attached is a redacted resume highlighting their professional background. Please note that identifying details have been removed to protect the candidate's privacy at this initial stage.

If you would like to review the full profile or arrange a confidential preliminary discussion, please let me know. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]