

Strictly Confidential

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Job Title]

Company: [Recipient Company Name]

Subject: Confidential Talent Introduction: [Candidate Name/Reference Code]

Dear [Recipient Name],

I am writing to formally introduce you to an exceptional professional who is currently exploring new career opportunities. Given your company's reputation for excellence in [Industry/Field], I believe this individual would be a strategic asset to your leadership team.

Candidate Overview:

- **Role:** [Current Job Title]
- **Experience:** [Number] years in [Specific Industry]
- **Key Achievement:** [Briefly describe a major accomplishment]
- **Core Strengths:** [Strength 1], [Strength 2], and [Strength 3]

The candidate has requested that this introduction remain strictly confidential as they are currently employed. They are particularly interested in your organization due to [Reason for interest].

I have attached their redacted CV/profile for your initial review. If you would like to proceed with a formal introduction or an exploratory conversation, please let me know, and I will facilitate the next steps.

Thank you for your time and for maintaining the privacy of this communication.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]