

Subject: Introduction: [Candidate Name] / Interview Request - [Job Title]

Dear [Client Name],

I am pleased to introduce [**Candidate Name**] for the [**Job Title**] position. After reviewing their background and conducting an initial screening, I believe their experience in [Key Skill/Industry] aligns well with your requirements.

Attached is a copy of their resume for your review. Key highlights include:

- [Highlight 1: Years of experience or specific achievement]
- [Highlight 2: Technical skill or certification]
- [Highlight 3: Cultural fit or soft skill]

I would like to coordinate a first-round interview between you and the candidate. Please let me know if any of the following time slots work for you:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these times are not convenient, please provide a few alternatives that suit your schedule.

I look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]