

Date: [Insert Date]

To: [Client Name]

[Client Title]

[Company Name]

Subject: Candidate Portfolio Presentation - [Candidate Name]

Dear [Client Name],

I am pleased to present the professional portfolio of [Candidate Name] for the position of [Job Title]. After a thorough screening process, we believe their skills and experience align perfectly with your requirements.

Key highlights of this candidate include:

- [Highlight 1: e.g., 10 years of experience in project management]
- [Highlight 2: e.g., Expert proficiency in Adobe Creative Suite]
- [Highlight 3: e.g., Proven track record of increasing sales by 20%]

Please find the attached portfolio and resume for your review. We would like to propose a formal interview to discuss how [Candidate Name] can contribute to [Company Name].

The candidate is available for an interview at the following times:

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

Please let us know which slot works best for your team, or suggest an alternative time. We will handle all scheduling logistics and provide you with the meeting link or location details.

We look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company]