

Dear [Client Name],

I am pleased to present [Candidate Name] for the position of [Job Title] as part of our ongoing retained search.

Following our extensive evaluation and screening process, we have identified [Candidate Name] as a top-tier professional who aligns closely with the core competencies and leadership requirements we established. Attached to this email, you will find their comprehensive professional profile, resume, and our internal assessment notes.

Candidate Overview:

- **Current Role:** [Current Title at Company]
- **Key Strength:** [Briefly describe a major achievement or skill]
- **Motivation:** [Why they are interested in this specific opportunity]

Interview Details:

We have coordinated with the candidate, and they are available to meet with your team at the following time:

- **Date:** [Date]
- **Time:** [Time and Time Zone]
- **Location/Link:** [Physical Address or Video Conference Link]

I will follow up with you immediately after the interview to gather your feedback and discuss the next steps in the evaluation process.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]