

Date: [Insert Date]

To: [Venue Contact Name]

[Venue Name]

[Venue Address]

Subject: Confirmation of Candidate Introduction - [Candidate Name]

Dear [Venue Contact Name],

This letter serves as formal confirmation that [Your Company Name] is introducing the following candidate for the position of [Job Title] at your venue:

**Candidate Name:** [Candidate Name]

**Introduction Date:** [Date]

**Position Applied For:** [Position Name]

We have reviewed the candidate's qualifications and believe they are a strong fit for your requirements. Attached to this correspondence, you will find the candidate's resume and relevant certifications for your review.

Please acknowledge receipt of this introduction. We look forward to coordinating the next steps in the interview process with you. If you have any questions or require further documentation, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]