

Date: [Insert Date]

To: [Hiring Manager Name/HR Contact Name]

[Company Name]

[Company Address]

RE: Candidate Submission and Ownership Claim - [Candidate Full Name]

Dear [Recipient Name],

This letter serves as formal notification regarding the submission of **[Candidate Full Name]** for the position of **[Job Title]** (Ref: [Job ID, if applicable]).

On [Date of Submission], [Agency Name] presented the aforementioned candidate's profile and resume to [Company Name] via [Method of Submission, e.g., Email/Portal]. This submission establishes our agency's ownership of this candidate representation for a period of [Number] months, in accordance with our signed recruitment agreement dated [Agreement Date].

We confirm that [Candidate Name] has explicitly authorized [Agency Name] to represent them for opportunities within your organization. We request that all future correspondence regarding this candidate, including interview scheduling and offer negotiations, be directed through our office.

Should your records indicate that this candidate was already submitted by another source within the valid timeframe defined in our terms, please provide written notification and supporting documentation within [Number] business days.

We look forward to your feedback on the candidate's profile.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]