

[Agency Name]
[Agency Address]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Dear [Client Contact Name],

I am pleased to present [Candidate Name] for the position of [Job Title].

After a thorough screening process, we have identified [Candidate Name] as an exceptional bilingual professional. They are fluent in both [Language 1] and [Language 2], possessing the specific vocabulary and cultural competency required for your business needs.

Candidate Profile Summary:

- **Native/Fluent Languages:** [Language 1] and [Language 2]
- **Relevant Experience:** [Number] years in [Industry]
- **Key Skills:** [Skill 1], [Skill 2], and [Skill 3]
- **Education:** [Degree/Certification]

In addition to their linguistic proficiency, [Candidate Name] has a proven track record of [mention a specific achievement or strength]. We believe they will be a valuable asset to your team, particularly for tasks involving [mention specific bilingual task, e.g., international client relations or translation].

Attached is their resume for your review. Please let me know your availability to schedule an interview.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email]