

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

[Date]

[Hiring Manager Name]
[Company Name]
[Address]

Dear [Hiring Manager Name],

I am writing to introduce a high-caliber executive candidate specifically suited for [Company Name]'s expansion and operations within the Latin American market.

Our candidate is a bilingual professional with over [Number] years of leadership experience across [Specific Countries/Regions]. They possess a proven track record of navigating complex regulatory environments and driving revenue growth in both English and Spanish-speaking business sectors.

Key highlights of this candidate include:

- Native-level fluency in English and Spanish (and/or Portuguese).
- Extensive experience in [Specific Industry, e.g., Fintech, Manufacturing, or Logistics].
- Success in leading cross-border teams and managing multi-million dollar P&L accounts.
- Deep cultural competency and an established network of stakeholders in Latin America.

In today's global economy, having a leader who can bridge the gap between North American corporate strategy and Latin American market execution is a critical competitive advantage. I believe this individual would be an exceptional fit for your current [Job Title or Department] needs.

I have attached a summary of their professional background for your review. I would appreciate the opportunity to discuss how this candidate's unique bilingual expertise can contribute to your organization's goals.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]