

[Your Name/Consultant Name]
[Your Agency Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to you today regarding the [Job Title] position currently open at [Company Name]. As your dedicated recruitment partner, my goal is to streamline your hiring process and ensure you have access to the highest caliber of talent in the industry.

We have recently identified several qualified candidates whose skills and experience align perfectly with your company's requirements and culture. Specifically, I would like to introduce [Candidate Name/Reference Number], who brings extensive experience in [Specific Skill/Area].

I have attached the updated resume for your review. Please let me know if you would like to schedule an initial interview or if you require any further information regarding our current talent pipeline.

I look forward to continuing our successful partnership and helping [Company Name] achieve its growth objectives.

Sincerely,

Your Recruitment Agency Partner,

[Your Signature]

[Your Printed Name]