



Bright

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Dear (insert first name),

I hope you are well?

As (insert job title) at (insert organisation name), I am contacting you as you are currently part of our talent community.

We are recruiting for the (insert job title) position at our (insert location) office. We are very impressed with your skill set in (insert area) and felt that your experience could be a valuable addition to our fast-growing organisation.

If you are interested in this, or future similar roles, would you be able to update any contact details on our database so that we can keep you informed of the next steps.

Additionally, we wanted to let you know what has changed for us in the last 3 months so that you can be up to date with your knowledge of (insert organisation name). We are pleased to say that we have been awarded (insert details of any award) and that we are on track to reach our goal of (insert organisation goal).

Kind regards,

(insert own name)