

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[Date]

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

Subject: Submittal of Proposal for Short-Term Administrative Support

Dear [Recipient Name],

Please find enclosed my submittal for the short-term administrative support position as advertised for [Project Name or Department].

With a strong background in office management, data entry, and scheduling, I am prepared to provide immediate assistance to your team. My goal is to ensure seamless operations during this interim period by handling [mention 1-2 specific tasks, e.g., filing, correspondence, or reception duties] with high accuracy and efficiency.

I am available to begin work on [Start Date] and can commit to the full duration of the [Number of weeks/months] assignment. My proposed hourly rate for this short-term contract is [Amount].

Attached to this letter are my resume and a list of professional references. I look forward to the possibility of supporting your office needs.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]