

[Sender Name]  
[Job Title]  
[Agency Name]  
[Agency Address]  
[Date]

[Recipient Name]  
[Job Title]  
[Client Company Name]  
[Client Address]

**Subject: Terms of Business for High-Volume Temporary Staffing Services**

Dear [Recipient Name],

Following our recent discussion regarding your upcoming high-volume recruitment needs for [Project/Department Name], I am pleased to formally enclose our Standard Terms of Business for the supply of temporary workers.

As we anticipate managing a significant volume of placements, these terms are designed to ensure a streamlined administrative process, consistent compliance, and clear service level expectations. Our agency is fully prepared to scale our sourcing operations to meet your specific headcount requirements within the requested timelines.

**Key Highlights of our Service:**

- Dedicated account management for large-scale coordination.
- Rigorous pre-employment screening and compliance checks.
- Simplified consolidated invoicing for high-volume accounts.
- Rapid replacement guarantee to ensure zero downtime.

Please review the attached document. To proceed with the current recruitment drive, we kindly ask that you return a signed copy or provide written confirmation of your acceptance.

If you have any questions regarding these terms or wish to discuss volume-based commercial adjustments, please feel free to contact me directly.

We look forward to supporting [Client Company Name] in achieving your operational goals.

Yours sincerely,

[Signature]

[Sender Name]  
[Phone Number]  
[Email Address]

**Enclosure:** Standard Terms of Business (Temporary Staffing)