

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Recipient Name],

It was a pleasure speaking with you regarding your current staffing requirements at [Client Company Name]. As discussed, [Your Company Name] specializes in providing high-quality temporary personnel to support your business operations during peak periods, projects, or staff absences.

Please find enclosed our standard Terms of Business for the supply of temporary staff. This document outlines our commitment to service quality, our fee structure, and the legal framework under which we operate.

We pride ourselves on our rigorous vetting process and our ability to match the right talent to your specific organizational culture. We are confident that our candidates will add immediate value to your team.

I will follow up with you in a few days to discuss how we can best assist you with your upcoming vacancies. In the meantime, if you have any questions regarding the enclosed terms or wish to place a staffing request immediately, please do not hesitate to contact me directly.

We look forward to the possibility of a successful partnership.

Sincerely,

[Your Name]  
[Your Job Title]

Enclosure: Standard Temporary Staffing Terms of Business