

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]

Dear [Recipient Name],

Thank you for taking the time to meet with me on [Date] to discuss your current staffing requirements. It was a pleasure learning more about [Client Company Name] and the specific challenges you are looking to address within your team.

As discussed, our agency specializes in providing high-quality temporary staff who can hit the ground running. We are confident that we can support your upcoming projects and help maintain your operational efficiency.

Please find enclosed our standard Terms of Business for the supply of temporary staff. I recommend reviewing these to understand our service levels, fee structures, and the guarantee periods we offer.

If you have any questions regarding these terms, or if you would like to begin the recruitment process for a specific role, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

I look forward to the possibility of working together.

Yours sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Standard Temporary Staffing Terms of Business