

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

[Recipient Name]  
[Agency Name]  
[Agency Address]

**Subject: Notification of Appointment to Preferred Supplier List (PSL)**

Dear [Recipient Name],

Following our recent review of recruitment services, I am pleased to inform you that [Agency Name] has been selected as a preferred supplier for the provision of temporary staffing to [Your Company Name].

To formalize this partnership and ensure consistency across our operations, we require all recruitment partners to operate under our standardized terms. Please find enclosed our Standard Temporary Staffing Terms of Business.

These terms will govern all temporary assignments effective from [Start Date]. We kindly request that you review the document, sign where indicated, and return a copy to [Email Address/Department] by [Deadline Date].

Please note that these standard terms supersede any previous agreements or individual agency terms. We look forward to a successful working relationship.

If you have any questions regarding the transition or the enclosed documentation, please contact [Contact Name] at [Phone Number].

Yours sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]

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