

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Title]
[Client Company Name]
[Client Address]

Dear [Client Name],

Subject: Provision of Temporary Staffing for [Project Name/Season]

Following our recent discussion regarding your upcoming seasonal requirements, I am pleased to submit this proposal to support your project. We understand the importance of securing reliable personnel during peak periods and have identified a pool of qualified candidates ready to assist [Client Company Name].

Please find enclosed our Standard Terms of Business for the supply of temporary staffing. These terms outline our service commitment, fee structures, and the operational framework for this engagement.

Key Project Details:

- Project Scope: [Brief description of seasonal tasks]
- Estimated Duration: [Start Date] to [End Date]
- Staffing Requirements: [Number of staff and specific roles]

To proceed with the onboarding process, please sign and return a copy of the attached terms. Once received, we will finalize the recruitment schedule and ensure all staff are briefed on your specific project requirements.

We look forward to contributing to the success of your seasonal operations. Please contact me directly at [Phone Number] or [Email Address] if you have any questions regarding the documentation.

Yours sincerely,

[Your Name]
[Your Title]

Enclosure: Standard Temporary Staffing Terms of Business