

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

[Date]

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

Subject: Submission of Temporary Staffing Terms of Business

Dear [Recipient Name],

Following our recent discussion regarding your upcoming project requirements, I am pleased to formally enclose our standard Terms of Business for the provision of temporary staffing services.

At [Your Company Name], we specialize in providing highly skilled professionals tailored to the specific technical and operational needs of your industry. Our rigorous vetting process ensures that every temporary associate we deploy meets the high standards of excellence required by [Client Company Name].

The attached document outlines our operational framework, including:

- Fee structures and payment schedules
- Insurance and liability coverage
- Compliance and regulatory standards
- Termination and extension protocols

Please review the enclosed terms. Once you are satisfied, kindly return a signed copy to my attention so that we may begin the talent selection process for your current vacancies immediately.

Should you have any questions or require clarification regarding specific clauses, I am available at your convenience for a follow-up call.

Thank you for choosing [Your Company Name] as your recruitment partner. We look forward to supporting your team's success.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Standard Temporary Staffing Terms of Business