

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

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

Subject: Urgent Support for [Job Title/Department] Requirement

Dear [Client Name],

Following our recent discussion regarding your urgent need for temporary staffing support within the [Department Name], I am pleased to confirm that we are currently sourcing qualified candidates to meet your immediate deadlines.

We understand the time-sensitive nature of this request and are prioritizing the vetting process to ensure you receive high-quality personnel as quickly as possible.

Enclosed with this letter, please find our Standard Terms of Business for the provision of temporary staff. These terms outline our service levels, fee structures, and the contractual framework governing our partnership. We kindly ask that you review, sign, and return a copy of these terms to ensure there are no delays in the placement of your temporary staff.

Should you have any questions regarding the enclosed document or the candidates we are currently profiling, please contact me directly at [Phone Number] or [Email Address].

We look forward to supporting your team through this busy period.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Enclosure: Standard Temporary Staffing Terms of Business