

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Dear [Client Name],

Enclosed please find our standard Business Terms and Conditions for the provision of contract staffing services. This document outlines the framework under which [Agency Name] will provide temporary personnel to support your projects and operational needs.

The enclosed terms cover key areas including:

- Hourly bill rates and payment terms
- Assignment durations and extension procedures
- Insurance, liability, and compliance standards
- Conversion fees for permanent hiring

Please review the document and return a signed copy to our office. Should you have any questions regarding specific clauses or require adjustments to meet your internal procurement requirements, please do not hesitate to contact me directly.

We look forward to a successful partnership and providing your team with high-quality talent.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]