

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

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

Dear [Client Name],

Subject: Terms of Business for the Provision of Contract Staffing Services

Following our recent discussion regarding your temporary staffing requirements, I am pleased to enclose our standard Terms of Business for Contract Staffing services.

These terms outline the framework under which [Your Company Name] will provide contract personnel to support your upcoming projects. We have designed our services to ensure compliance, quality, and speed in delivering the skilled contractors you need.

Please review the attached document. To proceed with our partnership, kindly sign and return a copy to me via email at your earliest convenience. If you have any specific questions regarding the fee structure or service level agreements, I am available to discuss them at your convenience.

We look forward to supporting [Client Company Name] and helping you achieve your operational goals.

Yours sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]

Enclosure: Terms of Business for Contract Staffing