

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

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

Dear [Client Name],

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

Our agency specializes in providing high-quality contract professionals who can support your projects and manage fluctuating workloads effectively. We handle all aspects of recruitment, background screening, and payroll administration to ensure a seamless integration into your team.

Attached to this letter, you will find our formal agreement which outlines:

- Our fee structure and payment terms
- The scope of our recruitment services
- Compliance and liability protections
- Termination and extension procedures

Please review the document and return a signed copy at your earliest convenience. Once the agreement is in place, we can immediately begin the process of identifying and deploying the right talent for your current needs.

If you have any questions regarding specific clauses or wish to discuss customized staffing solutions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to a successful partnership.

Sincerely,

[Your Signature]

[Your Printed Name]