

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Standard Terms of Business for Contract Staffing Services

Dear [Recipient Name],

Please find enclosed a copy of our Standard Terms of Business regarding the provision of contract staffing services. These terms outline the framework under which [Your Company Name] will provide temporary personnel to support your current requirements.

The enclosed document covers essential details, including:

- Service fees and payment schedules
- Responsibilities of both parties
- Insurance and liability coverage
- Termination and extension procedures

We request that you review these terms. If they are acceptable, please sign and return one copy for our records. If you have any questions or wish to discuss specific clauses, please contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to a successful partnership and to assisting [Company Name] with your staffing needs.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Enclosure: Standard Terms of Business