

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure speaking with you regarding your current staffing needs. We are excited about the opportunity to partner with [Company Name] to provide high-quality personnel solutions.

Please find attached our Standard Contract Staffing Agreement for your review and signature. This document outlines our terms of service, including:

- Scope of staffing services
- Fee structures and payment terms
- Insurance and liability coverage
- Confidentiality and non-disclosure terms

To begin our partnership, please sign and return a copy of the agreement at your earliest convenience. Once the document is executed, our recruitment team will immediately begin sourcing qualified candidates for your open positions.

If you have any questions or require modifications to the terms, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]