

[Your Name]
[Your Title]
[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Enclosure of Recruitment Services Terms of Business

Following our recent conversation regarding your current hiring needs, I am pleased to enclose our standard Terms of Business for your review.

This document outlines our fee structures, guarantee periods, and the professional standards we adhere to when sourcing candidates for [Company Name]. We are confident that our recruitment process will provide you with high-quality talent tailored to your specific requirements.

Please review the enclosed terms. If they are acceptable, kindly sign and return a copy for our records. Once received, we can immediately begin the search for your open positions.

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

We look forward to a successful partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Recruitment Terms of Business