

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

It is my pleasure to introduce [Your Company Name], a specialized staffing agency providing high-quality contract personnel solutions within the [Industry Name] sector. We focus on connecting businesses with skilled professionals who can fulfill immediate project needs and operational gaps.

We understand the challenges of maintaining productivity during peak periods or specialized projects. Our rigorous screening process ensures that every contractor we provide possesses the specific technical expertise and professional reliability required to support your team effectively.

I have enclosed our formal Contract Staffing Terms and Conditions for your review. This document outlines our service delivery framework, fee structures, and the guarantees we provide regarding staff performance and compliance.

I would appreciate the opportunity to discuss how our staffing solutions can support your upcoming objectives. I will follow up with your office next week to see if we can schedule a brief introductory call.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Enclosure: Contract Staffing Terms and Conditions