

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Provision of Contract Staffing Terms and Conditions

Dear [Client Contact Person Name],

Thank you for the opportunity to discuss your organization's current staffing requirements. We are pleased to submit our formal proposal and the associated terms for the provision of contract staffing services to [Client Company Name].

Attached to this letter, you will find our Standard Terms of Business, which outline:

- Fee structures and payment terms
- Employment liabilities and insurance coverage
- Replacement guarantees and termination clauses
- Confidentiality and intellectual property protections
- Our recruitment and vetting processes

Our goal is to provide you with high-quality talent that aligns with your project timelines and organizational culture. We believe our flexible staffing model will allow you to scale your workforce efficiently while maintaining operational excellence.

Please review the attached document. If the terms are acceptable, kindly sign and return a copy to our office. Should you have any questions or require modifications to suit specific project needs, I am available at your convenience to discuss them further.

We look forward to a successful partnership with [Client Company Name].

Sincerely,

[Signature]

[Your Printed Name]
[Your Company Name]