

[Date]

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

Dear [Recipient Name],

Subject: Provision of Recruitment Services and Terms of Business

It was a pleasure speaking with you regarding your current hiring requirements for the position of [Job Title].

As discussed, please find enclosed our standard Terms of Business for the introduction of permanent and/or temporary staff. These terms outline our fee structure, payment schedules, and our replacement guarantee policy.

Please note that according to our policy, the interview or engagement of any candidate introduced by [Agency Name] will be deemed as acceptance of these terms.

We have already begun identifying potential candidates who match your specifications and look forward to presenting a shortlist to you shortly.

If you have any questions regarding these terms or wish to discuss a specific recruitment strategy, please feel free to contact me directly.

Yours sincerely,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]

Encl: Standard Terms of Business