

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Contact Name],

Please find attached our Standard Terms of Business for the provision of contract staffing services. This document outlines the framework under which [Agency Name] will provide skilled temporary personnel to support [Company Name].

Our terms are designed to ensure a transparent and efficient working relationship, covering key areas such as:

- Assignment procedures and duration
- Fee structures and payment terms
- Insurance and liability coverage
- Compliance and statutory requirements
- Termination and extension protocols

We are committed to providing you with high-quality talent that aligns with your project goals. If you have any questions regarding these terms or wish to discuss specific adjustments for upcoming projects, please do not hesitate to contact me directly.

Please sign and return a copy of the attached agreement to proceed with our partnership. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]