

# [RECRUITMENT AGENCY NAME]

[Street Address, Suite No.]

[City, State, Zip Code]

**Phone:** [000-000-0000] | **Email:** [info@agencyname.com]

**Website:** [www.agencyname.com]

---

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Dear [Recipient Name],

[Insert body text here. This template is designed for candidate submissions, client agreements, or general correspondence.]

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Agency Registration Number / Equal Opportunity Employer Statement]