

[Date]

[Recruitment Agency Name]

[Agency Address]

[City, State, Zip Code]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**RE: Client and Recruitment Agency Identification for [Job Position/Reference Number]**

Dear [Contact Person Name],

This letter serves as formal identification and confirmation of the business relationship between **[Recruitment Agency Name]** (the "Agency") and **[Client Company Name]** (the "Client").

**1. Agency Details:**

Company Registration Number: [Registration Number]

Authorized Representative: [Name and Title]

Contact Email/Phone: [Contact Information]

**2. Client Details:**

Company Registration Number: [Registration Number]

Authorized Representative: [Name and Title]

Contact Email/Phone: [Contact Information]

**3. Scope of Engagement:**

The Agency is authorized to identify, screen, and present qualified candidates to the Client for the position of [Job Title]. This identification process is governed by the service agreement signed on [Date].

**4. Verification:**

Both parties confirm that they are legally registered entities and have the authority to enter into this recruitment arrangement. All candidate information shared during this process shall be treated in accordance with applicable data protection laws.

Should you require any further documentation regarding the identity or standing of either party, please contact the undersigned.

Sincerely,

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[Signature]

[Printed Name]

[Title]

[Recruitment Agency Name]

Acknowledged by:

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[Signature]

[Printed Name]

[Title]

[Client Company Name]