

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Agency Contact Name]
[Staffing Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Request for Rapid Seasonal Workforce Scaling

Dear [Agency Contact Name],

I am writing to formally request your agency's assistance in securing seasonal personnel for our upcoming peak period. Due to projected growth, we require a rapid increase in our workforce beginning [Start Date] and concluding on approximately [End Date].

We are looking to fill [Number] positions in the following departments:

- [Department 1/Role]: [Number] Staff
- [Department 2/Role]: [Number] Staff
- [Department 3/Role]: [Number] Staff

Key Requirements:

- Availability for [Shift Times/Weekend Work].
- Basic proficiency in [Specific Skill or Tool].
- Ability to work in a fast-paced environment.

Given the timeline, we request a shortlist of qualified candidates by [Deadline Date]. We would also like to discuss your capacity for "temp-to-hire" options should our volume remain high post-season.

Please let us know your availability for a brief call to discuss terms, onboarding protocols, and hourly rates.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]