

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

[Date]

[Recipient Name]
[Recipient Job Title]
[Retail Company Name]
[Company Address]

Subject: Optimizing Your Staffing for the Upcoming Peak Season

Dear [Recipient Name],

With the peak retail season approaching, I know that maintaining seamless floor coverage and high-quality customer service is a top priority for [Retail Company Name]. I am writing to offer our support in ensuring your store is fully staffed and ready for the holiday rush.

[Your Agency Name] specializes in providing high-energy, reliable retail professionals. We understand the unique demands of the [Quarter/Season] period, including extended hours and high foot traffic. We can provide pre-screened candidates for the following roles:

- Sales Associates and Brand Ambassadors
- Cashiers and Point-of-Sale Operators
- Stockroom and Inventory Assistants
- Merchandising Support

Our streamlined onboarding process allows us to deploy staff quickly, ensuring you never miss a sales opportunity due to labor shortages. We handle the recruitment, background checks, and initial training so your management team can focus on driving revenue.

I would appreciate the opportunity to discuss your specific staffing needs for the coming months. Are you available for a brief 10-minute call on [Day] or [Day] next week?

Thank you for your time and consideration.

Best regards,

[Your Signature]

[Your Printed Name]