

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

[Date]

[Recipient Name]
[Recipient Title]
[Firm/Company Name]
[Address]

Subject: Strategic Temporary Staffing Support for the Upcoming Tax Season

Dear [Recipient Name],

As the upcoming tax season approaches, the pressure on your internal accounting and finance teams is likely increasing. To help your firm maintain high productivity without the long-term overhead of permanent hires, [Your Company Name] offers specialized temporary staffing solutions tailored for the tax rush.

We provide pre-vetted professionals ready to assist in the following areas:

- Tax Preparation (Individual, Corporate, and Partnership)
- Audit Support and Compliance
- Data Entry and Bookkeeping
- Administrative Support for High-Volume Filing

Our candidates range from junior accountants to senior tax managers, ensuring you have the exact level of expertise required to meet your deadlines. We handle all recruitment, payroll, and administrative burdens, allowing your core team to focus on high-level client strategy.

I would welcome the opportunity to discuss your anticipated headcount needs for the first and second quarters. Are you available for a brief call on [Day] at [Time]?

Sincerely,

[Your Name]
[Your Company Name]