

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Immediate Interim Support for [Department/Industry]

Dear [Hiring Manager Name],

I am writing to you because I understand that unexpected talent gaps or seasonal peaks can significantly impact [Company Name]'s productivity. We specialize in providing immediate interim solutions to ensure your operations continue without interruption.

Currently, we have a vetted pool of high-caliber contractors and interim professionals ready to start immediately in the following areas:

- [Role/Skill 1]
- [Role/Skill 2]
- [Role/Skill 3]

Unlike permanent recruitment, our interim process focuses on speed and compliance. We can have qualified candidates presented to you within [Number] hours, handling all payroll, taxes, and administrative burdens on your behalf.

Are you currently facing any critical project deadlines or staffing shortages where a short-term expert could add value?

I would appreciate the opportunity to briefly discuss how our current roster of talent can support your team this quarter.

Best regards,

[Your Name]
[Your Title]