



**Date**

**Your Company name and Address**

**Receiver Company name and Address**

Dear \_\_\_\_\_

\_\_\_\_\_ (name of company) is a \_\_\_\_\_ (type of business structure e.g.: limited liability company, corporation) with the objective of providing contract or referral based staffing services to reputable organizations. \_\_\_\_\_ (name of company) is managed by a group of dynamic professionals committed to meeting your staffing needs. Our approach to staffing is virtually unmatched because we take a customized approach to every account and strive to fully understand the business of our clients.

We consider the following as the critical success factors for the provision of sustainable services:

- Partnership
- Commitment
- Excellence
- Flexibility
- Competitive

The following services are offered:

- **Staffing Services**-Meeting short-term and long-term needs, our staffing services include a wide array of temporary, temporary to full-time and direct hire personnel.
- **Professional Placement**-Through our professional job placement service we match qualified individuals with entry-level, mid-level, VP and executive openings.
- **Skilled Trade**-We provide a wide range of trade professionals through our skilled trade placement services.
- **Reemployment Services**-To help transition displaced employees we offer affordable one-on-one job coaching and outplacement services to diverse businesses.
- **Engineering & Technology**-We pair top engineering, information technology and scientific talent with companies representing a variety of industries.

Please feel free to call me at phone number; \_\_\_\_\_ to fully discuss our contract or referral services. I will also follow up with you in a few weeks and see if we can set up a meeting at your convenience.

Sincerely,