To

[The Client’s Name]  
[Address]

**Subject: Proposal for hiring services**

Thank you so much for considering our recruitment firm to meet your recruitment needs. We take pride in winning your trust and being able to provide you with the best hiring services.

Our company is well-known in the industry for finding qualified and knowledgeable candidates for organizations. We always help our clients reach the most suitable candidate who can meet their needs.

Our main services include:

1. Understanding the job position well and measuring its needs.
2. Going through hundreds of applications and evaluating them to be successful in a candidate hunt
3. Making candidates prepare their resumes as per the requirements of the organization wanting to hire them

We have a long list of happy and satisfied clients who have never regretted choosing us to fulfill their requirements. Compared with all the firms in the industry, we provide the quickest services.

If you want to discuss our service charges and terms and conditions of working with us, feel free to reach us. Supporting our clients and answering their queries before they come up with the final decision is our top priority. Thank you once again for choosing our agency.

[Your Name]  
[Company Name]  
[Address]