Name of the company

Address

Contact details

**Subject: Introduction to ABC Recruitment Firm**

Dear Mr. Adams,

We are glad that we have got an opportunity to write to you. We have been running a recruitment company for 10 years. We provide our services of staffing to corporate firms. It is our responsibility to make it possible for various corporations to reach the right type of candidate they are on the lookout for.

We provide every kind of staff to corporations regardless of the department. Whether you need a manager or a cleaner, you will always have us to fall back on. We feel proud in serving our clients and satisfy them with our services. We always try to ensure that we are available to our clients whenever they need us.

Our team of recruiters is the most qualified and talented team, and our charges are also very reasonable. To know about charges, service terms and conditions, you can contact us. Thank you so much for choosing us for your prestigious company.

Thanking you,

Name of the sender

Signatures

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