**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Proposal for hiring new staff for [X]**

Dear sir,

This is to bring to your notice that I have identified the company needs to hire 5 more people to carry out its smooth day-to-day operations. Currently, the company requires permanent full-time employees who can work as customer service representatives. The company has failed to provide the best services to its customers and due to this, the customers are not satisfied. Therefore, such people should be hired who can provide customers with the services in a timely fashion.

As you know, our brand has been making progress for the last couple of years. We have increased our number of customers by 50%. This increase has been seen due to the best services that we provided to them. However, recently I have noticed that there is an alarming decline. People I am suggesting hiring should be able to fulfill the following responsibilities:

1. Communicating with customers to let them know about new services of our brand
2. Resolving issues of any sort faced by customers.
3. Providing an improved experience for the user.
4. Retaining old customers by increasing their satisfaction level pertaining to the customer services

I am fully aware of the fact that sometimes it is not possible for the company to hire 5 people in one go due to tight budgets. However, if you consider the salaries of individuals and hire individuals at the entry level and then training them can help our company save money.

I hope that you will consider our recommendation. We look forward to hearing from you soon.

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_