

Letter Contacting Employment Agency about Temporary Work

This package contains:

1. Instructions & Checklist for Writing a Letter Contacting an Employment Agency about Temporary Work
2. Letter Contacting an Employment Agency about Temporary Work

Instructions & Checklist for Letter Contacting Employment Agency about Temporary Work

- This package contains: (1) Instructions & Checklist for a Letter Contacting an Employment Agency about Temporary Work; and (2) Letter Contacting an Employment Agency about Temporary Work

- This form is designed to assist you in drafting a letter to an employment agency to establish initial contact and ask for an interview appointment.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 27, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am seeking temporary work in [Kind of Work --examples: accounting, office administration, landscaping], and am interested in registering with your agency.

Please let me know the procedure for setting up an interview at your office.

I am available at any time; my contact information is on the letterhead, above.

I look forward to hearing from you at your earliest convenience.

Cordially,

[Your Name]

Enclosures