[Company Name]

**[**Street Address, City, ST ZIP Code]

[Phone]

[Email]

**[**Website]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

As the team leader for the ABC project, I am writing to request the Head of the HR Department for manpower recruitment. We need 25 experienced male laborers to work at the project site on a contractual basis for 12 months.

You will find attached details of our requirements and conditions for the needed workforce. Kindly take immediate action to initiate the recruitment process. Timely recruitment will help us avoid delays in the project.

Please email me for any queries or further information.

Warm regards,

Name Here

Your Title