[Company Name]

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

[Phone]

[Email]

**[**Website]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

With due respect, I wish to present a proposal for new staff hiring. As the company is growing, our client base is also expanding. Additionally, we have an increasing number of projects to accomplish. It is, therefore, time to expand our office team.

Hiring new staff members will have the following potential benefits for our organization.

1. The overall work efficiency will increase because tasks may be shared among more employees.
2. As the work burden decreases for the existing employees, the company will be able to prevent turnover.
3. Increased productivity will enable us to tackle a larger number of projects. As a result, we can expect annual revenue to increase.
4. A larger team will create a positive image for the company's portfolio.

Considering the above, I believe it is going to be productive for the company to undertake additional staff hiring. A short survey may be carried out internally to evaluate each department's staff requirements. We can then proceed accordingly with the recruitment process.

If you are interested in my proposal, I will be available for a meeting in order to discuss the idea further. I look forward to your response.

Warm regards,

Name Here

Your Title