[Company Name]

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

[Phone]

[Email]

**[**Website]

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient,

ABC Company is issuing an official request to your agency for the supply of skilled manpower. As discussed in our meeting, we require a workforce for our new office in Sydney.

Please find attached details of our requirements as well as the company's terms and conditions. You are requested to supply the relevant manpower by the 19th of November.

Kindly contact us in case of any queries.

Warm regards,

Name Here

Your Title