[Company Name]  
[Address]  
[Contact/Text]

Re. Introducing the Functions and Operating Systems of NY Shell Agency and Proposing Special Packages on Long-term Contracts

Dear Emily,

This is Swan from the NY Shell Agency, San Diego. I intend to introduce the business nature of our staffing agency. We provide staff and outsource workforce for corporate companies only. In the corporate business firms/companies, we provide every kind of workforce from management to operational IT services. Please find the brief introduction of our services in the following.

* Management services (Project, General, and Human Resources)
* IT services
* Project and Contract Services
* Cleaning Services

We have all sorts of employees and workforce who expert in the above-mentioned fields. They have been trained and taught in the relevant fields from different organizations. We charge cheaper than the market keeping in view the stroke which has hit the corporate sector in this Pandemic.

We understand the challenges and new goals corporate companies have set for the future after the Pandemic bolt from the blue. There is a simple procedure to have our services through an email or a phone call. We shall send a team to the client after the request for the staff or workforce. The team will visit the workplace and will take the idea of the nature of the working along with scrutiny of the quality and quantity of workforce needed. We serve and hand the complete operating system of the workforce to the client.

We request you to check our functions and available reviews of our clients on the website [website]. Please write to us at [email] or call at +[X] for further details. Thank you for considering our services.

Regards

Swan Lockhart  
General Manager  
NY Shell Agency  
70-F, Sector 11/B San Diego  
CA, USA