

# Request for Local Talent Acquisition Assistance

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in acquiring local talent for our organization, [Your Company]. As we strive to expand our team with qualified individuals who understand our local market, we believe your expertise could make a significant difference.

We are particularly interested in candidates for [specific positions or skills required]. Your knowledge of the local talent pool and access to various networks would be invaluable in helping us identify suitable candidates.

We would appreciate any support you can provide, whether it be through referrals, networking events, or sharing any resources that may assist us in our search.

Thank you for considering our request. I look forward to the possibility of collaborating with you to enhance our recruitment efforts. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]