

Temporary Staffing Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Temporary Staffing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request temporary staffing to assist with [specific project or workload situation] due to [reason for needing temporary help, e.g., increased demand, employee absence, etc.].

Details of the staffing requirements are as follows:

- **Position:** [Job Title]
- **Number of Positions:** [Number]
- **Duration:** [Start Date] to [End Date]
- **Work Hours:** [Hours per week]
- **Qualifications:** [List any required qualifications]

It is important for us to ensure a smooth workflow during this period, and we believe that temporary staffing is the best approach to meet our current needs. Please let me know if we can proceed with this request or if you require any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]