

Staffing Demand for Transportation Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to address an urgent staffing demand within our transportation services department. As our operations expand, the need for qualified personnel has become increasingly critical to maintain our service quality and efficiency.

Specifically, we are seeking to fill the following positions:

- [Position Title 1] - [Brief Description]
- [Position Title 2] - [Brief Description]
- [Position Title 3] - [Brief Description]

We would appreciate your assistance in identifying potential candidates who meet the qualifications and experience outlined in the attached job descriptions.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]