

Cross-Border Payroll Service Request

Date: [Insert Date]

To: [Service Provider's Name]

From: [Your Company Name]

Subject: Request for Cross-Border Payroll Services

Dear [Service Provider's Name],

I am writing to formally request your assistance with our cross-border payroll needs. As our company expands its operations internationally, we require a reliable partner to ensure compliance with local payroll regulations in [Specify Country/Region].

We would appreciate it if you could provide us with the following information:

- Overview of your cross-border payroll services
- Details of compliance management and reporting
- Fee structure and payment terms
- Client references and case studies

We aim to initiate this partnership by [Insert Desired Start Date], so a timely response would be greatly appreciated. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]