

Contractor Staff Availability Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the availability of contractor staff for our upcoming project scheduled to begin on [Project Start Date].

We are looking for [number] of contractors with expertise in [specific skills or areas]. Please let us know their availability during the project timeline, which is expected to run from [Start Date] to [End Date].

Additionally, if any preliminary paperwork is required, please inform me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]