

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Extra Staff Recruitment

I hope this message finds you well. I am writing to formally request the recruitment of additional staff members for our [specific department/team] due to [brief explanation of the need for extra staff].

As we continue to [mention ongoing projects, increasing workloads, or goals], it has become evident that our current staffing levels are insufficient to meet the demands of our operations. [Provide specific examples, if applicable, such as increased client inquiries, project deadlines, etc.].

To ensure our continued success and maintain our quality of service, I propose the recruitment of [number of staff] additional [specific roles/positions needed] to alleviate the workload and enhance our team's efficiency.

I have attached a detailed analysis of our current staffing needs and a proposed timeline for recruitment. I believe this initiative will significantly contribute to achieving our objectives and maintaining our high standards.

Thank you for considering this request. I look forward to discussing this further and am happy to provide any additional information you may need.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]