

Dear <Client Contact Name>,

Employees are the most critical asset, and the largest expense, for most companies. To be successful, companies must maximize the return on their personnel investment – most importantly, by hiring competent, dedicated employees and creating a productive work environment, but also by managing employee costs. The key is to achieve the right balance so that overly aggressive cost cutting does not hurt employee morale, increase staff turnover, or impact recruiting efforts.

To make the right hiring decisions, <Company Name> needs accurate information about its job applicants – their education and training, experience, and work ethic; whether they work well with others, and their mental, physical, and in some cases, financial health. Unfortunately, the epidemic of identity theft crimes in the last decade has placed new limitations on the access to such personal information, making background checks more difficult and costly. And those costs burden your company at both ends of the employment transaction – you have the same obligation to protect the personal information of your past employees when supplying employment verification to new employers or creditors.

<Company Name>'s responsibilities as an employer present an ideal opportunity to partner with Pre-Employ.com, an integrated employer services company delivering comprehensive web-based solutions that:

- attract top candidates,
- organize your review of job applicants,
- ensure that you know who you hire,
- uphold your responsibility to verify employment, and
- off-load or minimize your employer costs.

As a provider of employer services to a broad base of Fortune 1000 clients, Pre-Employ.com owns and operates a nationwide infrastructure that leverages economies of scale to expand our services offering and enforce quality initiatives that exceed our clients' expectations. We are industry innovators – MyBackgroundCheck.com was the first consumer-facing site, and MyPastEmployment.com's no-cost business model still has no equal – and our culture rewards service and performance. Pre-Employ.com has created a value proposition measured by client cost savings and supported by client referrals.

We appreciate this opportunity to present the attached proposal for <Company Name>'s review. In it, we recommend a customized package of solutions and services designed to meet each project goal defined in the Executive Summary accurately, expeditiously, and cost effectively. This proposal represents our current assessment of <Company Name's> needs and requirements based on our industry experience and detailed conversations with your staff. As your Pre-Employ.com **Account Manager**, I am available to discuss any aspect of this proposal, its recommendations and assumptions, and our pricing.

Regards,

<Name>

<Title>

<Contact info>

