Sample Letter to Clients

Dear (CLIENT NAME),

This week at (NAME OF PEO), we’re celebrating National PEO Week, which recognizes the role professional employer organizations like ours play in supporting small and mid-size businesses like yours.

You already know what a PEO does because you are one of the hundreds of thousands of savvy and forward-looking businesses around the country that use a PEO for payroll, benefits, workers’ comp, regulatory compliance assistance and other HR services. You’ve seen firsthand how working with us helps you save time so you can focus on your business, and helps you take care of your employees. Hopefully National PEO Week will shine a spotlight on our industry so more and more businesses will discover PEOs and the positive impact we have.

(NAME OF COMPANY) is proud to be part of an industry that has tripled in size over the last 10 years as the regulatory landscape gets increasingly complicated and more and more businesses turn to PEOs for back-office assistance. And we are proud to support the businesses, like yours, that are the backbone of the U.S. economy.

National PEO Week is an opportunity for us to thank you for putting your trust in us and giving us the opportunity to do what we do what we do best so that you have the time and bandwidth to do what you do best. We are honored to play a role in the success of your business and the well-being of your employees, and we look forward to our continued partnership.

Sincerely,

(FULL NAME)