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web oct 25 2018 step one list the problems and opportunities write a list of the reasons you need the additional staff members you might have competent staff but not enough for example you might not be able to meet deadlines handle customer complaints or fill orders on time your need for staff also might result from not having the right employees

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web opening start your letter in expressing a polite greeting and stating the purpose of your post fork instance him ca write i erwarten these letter finds you well i am writing to call additional staff in department team name how to request added staff with sample letters washmysiding com step 5 explain the need for additional staff