

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Signature Request for Legal Contract

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your signature on the attached legal contract regarding [brief description of contract purpose]. As the designated beneficiary, your approval is necessary to proceed with the agreement.

Please review the document at your earliest convenience, and if you have any questions or require further clarification, do not hesitate to reach out.

Kindly sign and return the document by [deadline for return], either via email or by mailing it to my address as indicated above.

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

Sincerely,

[Your Name]

[Your Title]