

Inquiry About Unexecuted Service Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of the service agreement that was discussed on [insert date of discussion]. As of today, we have not yet received the finalized contract for execution.

It is important for us to proceed with the services outlined in our previous discussions, and I would appreciate any updates you could provide regarding this matter. If there are any issues or additional information needed from our side, please let me know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]