

Expedited Contract Conclusion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Request for Expedited Conclusion of Contract

Dear [Recipient Name],

I hope this message finds you well. We are writing to request the expedited conclusion of our contract regarding [briefly describe the subject of the contract]. Given the time-sensitive nature of this agreement, we believe that finalizing it promptly will be mutually beneficial.

We have reviewed the terms previously discussed and require your confirmation or any necessary adjustments by [insert deadline]. Your cooperation in this matter will greatly enhance our ability to [state the advantage of speeding up the conclusion of the contract].

Please let us know a convenient time for us to discuss this further or if there are any documents needed from our side to facilitate the process.

Thank you for your understanding and prompt attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]