

Agreement Execution Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Instructions for Execution of Agreement

Dear [Recipient's Name],

Please find below the instructions for the execution of the Agreement titled "[Agreement Title]":

1. Review the attached agreement carefully to ensure all terms are accurate and agreeable.
2. Sign the agreement in the designated areas:
 - o Signature of [Your Name/Title]
 - o Signature of [Recipient's Name/Title]
3. Once signed, please return a scanned copy of the executed agreement to my email at [Your Email Address].
4. If required, send the original signed agreement to the following address:

[Your Address]

Should you have any questions regarding the agreement or its execution, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]