

Contract Finalization Steps

Dear [Recipient's Name],

We are pleased to inform you that we are nearing the completion of the contract. Below are the final steps required to finalize the agreement:

1. **Review the Contract:** Please take the time to thoroughly review the contract attached to this email.
2. **Feedback:** Provide any feedback or questions by [date].
3. **Signatures:** Upon approval, please sign the document and return it to us by [date].
4. **Final Confirmation:** We will confirm the finalization of the contract once we receive all signed documents.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]