

# Contract Ratification Instructions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Instructions for Contract Ratification

Dear [Recipient Name],

We are pleased to inform you that the contract entitled "[Contract Title]" has been prepared for ratification. Below are the instructions to guide you through the ratification process:

1. Review the contract document carefully.
2. Sign the designated spaces on pages [insert page numbers].
3. Complete the accompanying ratification form attached to this letter.
4. Submit the signed contract and form to [Designated Person/Department] by [Submission Deadline].

If you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]