

# Formal Agreement Signing Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Instructions for Signing the Formal Agreement

Dear [Recipient's Name],

We are pleased to finalize the agreement between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. Please find the details below regarding the signing process:

## 1. Review the Agreement

Please take a moment to carefully review the attached agreement. Ensure that all terms are acceptable and align with our discussion.

## 2. Signing Location

The signing will take place at [Insert Location, e.g., Office Address, Zoom link].

## 3. Date and Time

We propose to sign the agreement on [Insert Date] at [Insert Time]. Please confirm your availability.

## 4. Required Documents

Kindly bring the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

## 5. Point of Contact

If you have any questions or need further assistance, please contact me at [Your Phone Number] or [Your Email Address].

We look forward to concluding this agreement successfully.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]