

# Instructions for Contract Endorsement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name] / [Your Title]

Subject: Instructions for Endorsing Contract

Dear [Recipient Name],

Please find below the instructions necessary for the proper endorsement of the contract titled "[Contract Title]," dated [Contract Date].

## Instructions:

1. Review the contract thoroughly and ensure that all terms are clear and satisfactory.
2. Sign the endorsement section of the contract with your official signature.
3. Include the date of endorsement next to your signature.
4. Return the signed contract to [Recipient's Email or Physical Address] by [Deadline].
5. If you have any questions or require further clarification, please reach out to me at [Your Contact Information].

Thank you for your attention to this matter. Your prompt response will be greatly appreciated.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]