

Subject: Follow-Up on Pending Approvals

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the documents that require your electronic signature. As of today, we have not yet received the necessary approvals for the following items:

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

Please take a moment to review and sign these documents at your earliest convenience, as your approval is crucial for us to proceed with [brief description of the importance].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]