

# Contract Witness Availability Confirmation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my availability as a witness for the contract signing scheduled on [Insert Date] at [Insert Location]. I will be present to provide my witness services as required.

If there are any changes to the schedule or if you require any additional information, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for considering my services.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]