

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding the offer letter I received on [Date of the Offer Letter]. I have not yet signed and returned the document and would like to inquire if there are any updates or additional information needed from my side.

I am very excited about the opportunity to join [Company Name] and am eager to move forward. Please let me know if there are any further steps I should take.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]