

[Print or

insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Please find enclosed two copies of the contract in respect of the above transaction/service.

Kindly sign or arrange for the approval of both copies and then return one to our offices.

Yours sincerely,

<<Name>>  
<<Title>>

Encl: <<copies of contract>>

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