

[Print on front of envelope - insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Reference>>

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

Kindly sign or arrange for the appropriate person to sign both copies and then return one to our offices as soon as possible.

[Please also provide a certified copy of the contract confirming approval and the authority to sign the Agreement.]

[A stamped address envelope is also enclosed for your use.]

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company>>

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