[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: Transmittal of Documents For Signature**

Dear [CONTACT],

The documents outlined below need to be signed:  
  
[DOCUMENT]  
[DOCUMENT]  
[DOCUMENT]  
  
Please execute your signature where so indicated and return the originals to this office. The copies that we have provided are for your files. We have enclosed an envelope for your convenience.

Thank you for your precious collaboration.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]