

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Delivery of Contract

Dear [Recipient's Name],

I hope this letter finds you well. Please find enclosed the signed contract for [brief description of the contract, e.g., "services rendered" or "partnership agreement"].

For your records, I have sent this document via certified mail to ensure its safe delivery. The tracking number is [insert tracking number]. Please review the contract, and do not hesitate to contact me if you have any questions or require further clarification. I look forward to your acknowledgment of receipt.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title if applicable]

Enclosure: Contract Document