

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Mailing of Contract Agreement

I hope this letter finds you well.

Please find enclosed the contract agreement between [Your Company Name] and [Recipient's Company Name] for [brief description of the contract purpose].

Highlights of the agreement include:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

Please review the document at your earliest convenience. If you have any questions or require further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Once reviewed, kindly sign and return a copy of the contract to ensure the timely progression of our [project/business relationship].

Thank you for your attention to this matter. Looking forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]

Enclosure: [Contract Name or Description]