

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Document]

I hope this message finds you well. We are reaching out to facilitate the electronic signing of [document name or type] as part of our ongoing collaboration.

Please review the attached document, which requires your signature. To expedite the process, kindly follow the link below to access the document:

[Insert Link to Document]

Once you have signed, the document will automatically be routed to our team for finalization. Should you have any questions or require further assistance, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Attachment: Document Name]