

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Document Sign-Off

I am writing to confirm our approval and sign-off of [Document Title/Description]. The document has been reviewed and meets our expectations.

Please find my signature below to indicate our agreement.

[Your Signature]

[Your Printed Name]

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]