

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

RE: Original Executed Sales Contract - [Project Name/Contract Number]

Dear [Recipient Name],

Please find enclosed the original executed copies of the Sales Contract for [Product/Service Name], signed by all parties on [Date].

Included in this package are:

- Two (2) original signed Sales Contracts
- [List any additional documents, e.g., Annex A, Terms and Conditions]

Please retain one original for your records and return any necessary countersigned acknowledgments to our office at your earliest convenience.

If you have any questions regarding these documents, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]