

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

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Follow-Up Regarding Missing Signature for [Document Name/Account Number]

Dear [Recipient Name],

I am writing to follow up on the [Document Name] submitted on [Original Submission Date]. It was brought to my attention that the document was missing a required signature.

Please find the enclosed corrected copy of the document, now properly signed and dated. I apologize for this oversight and any delay it may have caused in the processing of my [application/request/claim].

Could you please confirm receipt of this corrected document and provide an update on the current status of my file? If any further information or additional steps are required, please let me know at your earliest convenience.

Thank you for your assistance and patience regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List signed document name]