[Your Name]
[Your Title]
[Your Organization]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]

Subject: Follow-up: Endorsement Signature Request for [Project/Document Name]

Dear [Recipient Name],

I am writing to follow up on the request sent on [Date of Original Request] regarding the endorsement signature for [Name of Project or Document].

We have not yet received the signed document, and I wanted to ensure the request reached the right person. This endorsement is a vital step in moving forward with [Mention next phase or purpose].

For your convenience, I have attached another copy of the document to this correspondence. Please let me know if there are any additional details or clarifications needed before you can provide your signature.

Thank you for your time and continued support of this initiative.

Sincerely,

[Your Signature]
[Your Printed Name]