Subject: Follow-Up: Signature Required for [Document Name/Reference Number]

Dear [Recipient Name],

This is a follow-up regarding the electronic signature request sent to you on [Date of Original Request] for [Document Name].

According to our records, the document is still pending your endorsement. We kindly ask that you review and sign the document at your earliest convenience to avoid any delays in processing [Project/Application/Contract].

You should have received an automated email from [Name of E-signature Platform, e.g., DocuSign] with a secure link to the document. If you cannot find the email, please check your spam folder or let us know so we can resend the link.

If you have any questions regarding the content of the document or are experiencing technical difficulties, please contact [Contact Person/Department] at [Phone Number/Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]