

[Date]

[Owner Name]
[Address Line 1]
[Address Line 2]

Subject: Delivery of Annuity Contract and Request for Missing Signature

Dear [Owner Name],

Enclosed is your formal annuity contract for policy number: **[Policy Number]**. Please review these documents carefully and keep them in a secure location for your records.

Upon final review of your file, we noticed that your signature is missing from the **[Name of Specific Document/Form]**. To ensure your contract is fully executed and active, we require your signature on the highlighted line(s) of the enclosed duplicate form.

Action Required:

- Review the enclosed contract.
- Sign the attached [Name of Document] where indicated by the "Sign Here" tabs.
- Return the signed document to our office using the provided postage-paid envelope by [Due Date].

Please note that failure to return the signed document may delay future transactions or administrative updates to your account.

If you have any questions regarding your contract or this request, please contact our customer service department at [Phone Number] or email [Email Address].

Sincerely,

[Your Name/Department]
[Company Name]

Enclosures: Annuity Contract, [Document Name for Signature], Return Envelope