

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

RE: Update on Pending Contract Execution - [Contract Name/Reference Number]

Dear [Recipient Name],

I am writing to provide you with a status update regarding the execution of the contract for [Project/Service Name] currently pending between [Company Name] and [Recipient Company Name].

At this time, the document is [mention current status, e.g., undergoing final legal review / awaiting internal signatures / pending minor administrative adjustments]. We anticipate that the fully executed agreement will be finalized by [Expected Date].

We appreciate your patience as we complete these final steps. Should you have any urgent questions or require further information in the meantime, please do not hesitate to contact me directly.

We look forward to formalizing our partnership shortly.

Sincerely,

[Signature]

[Sender Printed Name]
[Contact Information]