

[Date]

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

Subject: Instructions for Returning the Executed [Name of Document]

Dear [Recipient Name],

Please find attached the [Name of Document] for your review and signature. To ensure the document is processed correctly, please follow the instructions below:

- **Review:** Please read the document thoroughly to ensure all details are correct.
- **Execution:** Sign and date the document where indicated by the "Sign Here" tabs or signature lines.
- **Witnessing/Notarization:** [Optional: Please ensure your signature is witnessed by a third party or notarized as required.]
- **Copies:** Retain one copy for your personal records.

Return Methods:

Please return the fully executed document using one of the following methods:

1. Email (Scanned Copy):

Scan the signed document in PDF format and email it to [Email Address].

2. Physical Mail:

Mail the original signed document to the following address:

[Your Company Name]
Attn: [Department/Contact Name]
[Mailing Address]
[City, State, Zip Code]

We request that you return the executed letter by [Due Date].

If you have any questions regarding these instructions or the content of the document, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

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