

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I have enclosed your copy of the contract for [work to be performed]. Please read it carefully, then fill in the spaces I have indicated, sign at the X'ed lines, and return the contract to me by [deadline].

Thank you for [hiring me for this project OR summary of what the reader is signing up to do]. Once I receive the signed contract, I will get in touch with you to discuss the details of the job.

If you have any questions, please phone me at [phone number]. I look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]