**Letter Enclosing Contract for Signature**

**Introduction**

The letter enclosing a contract for signature is a formal document that requests the recipient to sign the enclosed contract.

**Purpose**

The letter explains the purpose of the enclosed contract and its significance.

**Contract summary**

The letter provides a brief summary of the terms and conditions of the contract to help the recipient understand the scope of the agreement.

**Enclosed documents**

The letter identifies and lists the enclosed documents, including the contract and any supporting documents.

**Deadline**

The letter specifies a deadline by which the recipient must sign and return the contract, emphasizing the importance of timely completion.

**Signatures**

The letter includes a reminder to sign the contract, along with any necessary initials and dates required.

**Witness requirements**

The letter provides information on any witness requirements for the signing of the contract, if applicable.

**Legal implications**

The letter reminds the recipient of the legal implications of signing the contract, including the obligations and responsibilities that come with the agreement.

**Contact information**

The letter includes contact information for the sender in case the recipient has any questions or concerns.

**Acknowledgment**

The letter requests that the recipient acknowledge receipt of the letter and enclosed documents, either by signing and returning a copy of the letter or by sending a separate confirmation.