

[Date]

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

**Subject: ACTION REQUIRED: Missing Signature for Amendment to Purchase Contract - [Property Address/Contract ID]**

Dear [Recipient Name],

We are writing to notify you that we have not yet received the signed copy of the amendment dated [Date of Amendment] regarding the purchase contract for [Property Address/Project Name].

To ensure the transaction proceeds according to the updated terms and to avoid any delays in the closing process, please complete the following steps:

- Review the attached amendment document.
- Sign and date the document where indicated.
- Return the executed copy to our office via [Email/Portal/Mail] no later than [Due Date].

If you have already sent the signed document, please disregard this notice. If you have questions regarding the specific changes outlined in the amendment, please contact [Name] at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

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