

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: NOTICE OF OUTSTANDING SIGNATURES - Purchase Agreement Amendment**

Dear [Recipient Name],

This letter serves as a formal reminder regarding the pending Amendment to the Purchase Agreement dated [Date of Original Agreement] for the property/services located at [Address or Reference Number].

Our records indicate that we have not yet received the required signatures for the following document(s):

- [Name of Amendment Document, e.g., Amendment No. 1]

To ensure that the transaction remains on schedule and to avoid any potential delays in closing, please sign and return the documents by [Due Date].

You may return the signed documents via:

- Electronic Signature: [Link or Platform Name]
- Email: [Email Address]
- Mail: [Physical Mailing Address]

If you have already sent the documents, please disregard this notice. If you have questions regarding the terms of the amendment, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]