

[Date]

[Client Name]
[Client Company]
[Client Address]

Subject: Request for Countersignature - [Project Name/Contract Number]

Dear [Client Contact Name],

Please find attached the finalized copy of the [Agreement/Contract/Document Name] for the aforementioned project, which has been signed by our authorized representative.

To finalize this agreement, please review the document and provide your countersignature on page [Number]. Once signed, please return a fully executed copy to us via [Email/Mail] for our internal records.

If you have any questions or require further clarification regarding the terms, please do not hesitate to contact me directly.

We look forward to moving forward with this partnership.

Sincerely,

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