

CCS Insights: Letters to Customers - Letter Enclosing Contract For Signature

Feel the CCS & Co Difference

[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name of your Customer>>

<<Address>>

Dear <<Name of Contact>>,

<<Re: Contract For Signature>>

Please find enclosed two copies signed by us of the agreed contract in respect of the above transaction/service.

Kindly sign or arrange for the appropriate signature(s) on both copies and then return one to our offices.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

Encl: <<copies of contract>>

**For further consultation, please
contact:**

Chin Chee Seng

Partner
+6012 365 4331
cschin@ccs-co.com

Jared Low

Assurance Manager
+6018 763 4813
jared@ccs-co.com

Wong Woei Teng

Audit Manager
+6017 237 8233
woeiteng@ccs-co.com

Vivian Lim

HR Manager
+6012 618 6220
vivian@ccs-co.com

Yap Huey Shan

Assistant Audit Manager
+6012 369 7222
hueyshan@ccs-co.com

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