

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

The enclosed form is missing your signature(s).

This form is required in order to complete your annual recertification file. Please sign it where indicated by the black checkmark(s) and return in the provided envelope within **five days** from the receipt of this letter.

Thank you.

«mgmt\_company»