

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Implementation of DKIM for Enhanced Email Security

Dear [Recipient Name],

I hope this letter finds you well. As part of our ongoing efforts to enhance email security and protect our organization's communications, we are pleased to inform you about the implementation of DomainKeys Identified Mail (DKIM) for our email services.

DKIM is an email authentication method that allows the receiving mail server to verify that an email sent from our domain was indeed authorized by our organization. This will help us prevent email spoofing and ensure that our messages reach their intended recipients without being tampered with.

Key details of the DKIM implementation are as follows:

- ****Implementation Date****: [Insert Date]
- ****Domain(s) Covered****: [List Domain(s)]
- ****Purpose****: To enhance email security and authenticity, reduce phishing, and improve deliverability.

We ask for your cooperation during this implementation phase and encourage you to inform your teams of the changes. For any queries or support needed during the transition, please do not hesitate to contact our IT department at [IT Support Contact Information].

Thank you for your attention to this important matter. We appreciate your support in helping us maintain a secure communication environment.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Attachment: Additional Information on DKIM Implementation]