[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Implementation of DKIM Policy
As part of our ongoing efforts to enhance email security and protect our organization from phishing and spoofing attacks, we are implementing a DomainKeys Identified Mail (DKIM) policy. This policy will help ensure that our emails are properly authenticated and that our domain's integrity is maintained.
Overview of DKIM:
DKIM allows emails to be digitally signed, enabling recipients to verify that the email was indeed sent by our organization and has not been altered in transit. This additional layer of security is essential in building trust with our clients and partners.
Action Required from IT Departments:
1. **Implementation:** Configure DKIM for all outgoing emails from our domain.
2. **Testing:** Conduct tests to ensure that DKIM signatures are correctly applied and that recipients can successfully validate them.
3. **Monitoring:** Regularly monitor DKIM reports to identify any issues or anomalies in email authentication.
4. **Training:** Educate relevant staff members about the importance of DKIM and how it contributes to overall email security.
Timeline:
The DKIM implementation must be completed by [specific date]. Please prioritize this task and communicate any challenges you may face during the process.
Thank you for your attention to this important initiative. If you have any questions or require further assistance, please do not hesitate to reach out.
Best regards,
[Your Name]
[Your Title]
[Your Department]
[Your Contact Information]
[Company Name]