[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: DKIM Implementation for Enhanced Email Security
I hope this message finds you well. As part of our ongoing commitment to ensuring secure and trustworthy communication, we are implementing DomainKeys Identified Mail (DKIM) as a standard for our email communications. This technology will help verify the authenticity of our emails and protect against email spoofing.
We would like to inform you of the steps we are taking to integrate DKIM into our email systems and what you can expect during this process:
1. **Overview of DKIM**: DKIM adds a digital signature to our outgoing emails, allowing the recipient to verify that the email was sent by us and has not been altered.
2. **Implementation Timeline**: We plan to complete the integration by [specific date]. During this transition, you may notice some changes in the email headers.
3. **Action Required**: No immediate action is required on your part. However, we encourage you to whitelist our domain to ensure seamless email communication.
4. **Support**: If you have any questions or need assistance, please do not hesitate to reach out to our IT support team at [support email/phone number].
We appreciate your understanding and support as we enhance the security of our communications.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]