

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to address an issue we have encountered regarding DomainKeys Identified Mail (DKIM) for our email communications. After conducting a recent audit, we identified that our DKIM records are not functioning as intended, potentially impacting our email deliverability and security.

To resolve this matter, we would like to request the following:

1. Verification of our existing DKIM settings.
2. Assistance with reconfiguring our DKIM records to ensure they are properly aligned with our sending domains.
3. Any recommendations for best practices to maintain DKIM integrity going forward.

We appreciate your attention to this critical matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]