

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

Dear [Recipient Name],

Subject: DKIM Setup Configuration Instructions

I hope this message finds you well. As part of our efforts to enhance email security and improve deliverability, we are implementing DomainKeys Identified Mail (DKIM) for our email services. Below are the steps to set up DKIM for our domain [yourdomain.com].

1. ****Generate DKIM Keys****:

- Use your email server or a DKIM key generator to create a public and private key pair.
- Ensure that the private key remains secure on the email server.

2. ****Create DKIM DNS Record****:

- Add a TXT record to your DNS settings with the following format:
- ****Host/Name****: `default._domainkey.yourdomain.com`.
- ****Value****: `v=DKIM1; k=rsa; p=YOUR_PUBLIC_KEY`.
- Replace `YOUR_PUBLIC_KEY` with the actual public key generated in the first step.

3. ****Configure Mail Server****:

- Configure your email server to sign outgoing emails with the private key.
- Follow the specific instructions for your email server software (e.g., Postfix, Exim, Microsoft Exchange).

4. ****Test DKIM Setup****:

- Use online tools (e.g., MXToolbox) to verify that your DKIM records are set up correctly and that emails are being signed.

5. ****Monitor Email Deliverability****:

- Keep track of email delivery reports to ensure DKIM is functioning as expected.

Please reach out if you require any assistance during this setup process.

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Title]
[Your Company]