

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Agreement for Electronic Signature

Dear [Recipient's Name],

This letter confirms our agreement regarding the use of electronic signatures in our transaction.

**\*\*Agreement Terms:\*\***

1. **\*\*Parties Involved:\*\***

- [Your Name/Company Name]
- [Recipient Name/Company Name]

2. **\*\*Purpose:\*\***

This agreement allows both parties to utilize electronic signatures for documents related to [specify the purpose of the agreement].

3. **\*\*Acceptance of Electronic Signature:\*\***

Both parties agree that electronic signatures shall be deemed valid and binding as per applicable laws.

4. **\*\*Confidentiality:\*\***

Any information exchanged during this process will be kept confidential in accordance with applicable privacy regulations.

5. **\*\*Governing Law:\*\***

This agreement will be governed by the laws of [specify State/Country]. Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]

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[Recipient's Signature]  
[Recipient's Printed Name]  
[Recipient's Title/Position]  
[Date]