

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Electronic Signature

We are writing to confirm that we have received your electronic signature for the document titled "[Document Title]." This confirmation serves as proof that your consent has been documented in an electronic format as per our agreement.

The details of the transaction are as follows:

- \*\*Document Title:\*\* [Document Title]
- \*\*Date of Signature:\*\* [Date]
- \*\*Signed By:\*\* [Recipient Name]
- \*\*Reference Number:\*\* [Reference Number]

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Optional: Company Website]

[Optional: Company Logo]