

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Intent to Use Electronic Signature

I hope this message finds you well. I am writing to formally express my intent to utilize electronic signatures for the documents related to [brief description of the purpose, e.g., our contract, agreement, etc.].

With the increasing need for efficiency and convenience, I believe that using electronic signatures will streamline our processes and facilitate quicker approvals. I assure you that all electronic signatures will comply with applicable legal standards and regulations.

Please let me know if you have any concerns or if there are specific procedures you would like me to follow regarding this matter.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]