

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

Subject: Consent to Use Electronic Signatures

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to confirm our agreement regarding the use of electronic signatures in our transactions. By consenting to this method, both parties acknowledge that electronic signatures will have the same legal effect as handwritten signatures, in accordance with applicable laws and regulations.

Please indicate your acceptance of this agreement by signing below.

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[Your Name]  
[Title]  
[Company Name]

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[Recipient's Name]  
[Title]  
[Company Name]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]