

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Electronic Signature Requirement

We hope this message finds you well.

This letter serves to inform you that, as part of our ongoing efforts to streamline our processes and enhance efficiency, we will be transitioning to electronic signatures for [specific documents or agreements].

To proceed, please review the attached document, which requires your electronic signature. You can access the document via the following link:

[insert link].

Should you have any questions or require assistance with the electronic signing process, do not hesitate to reach out to us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]