

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

Subject: Electronic Signature for Agreement

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to propose the use of an electronic signature for the agreement titled "[Name/Title of the Agreement]" dated [Date of Agreement]. This method is secure, efficient, and complies with all relevant legal standards.

Please find the agreement attached for your review. If you agree to proceed with an electronic signature, kindly follow these steps:

1. Review the attached agreement.
2. Confirm your acceptance by replying to this email.
3. I will then send you a secure link to sign electronically.

Should you have any questions or require further clarification, please do not hesitate to reach out. I look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company]

Attachment: [Name of the Agreement]