

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Electronic Signature Compliance Letter

Dear [Recipient Name],

This letter serves to confirm the acceptance of electronic signatures for the [specific document or agreement] between [Your Company Name] and [Recipient Company Name].

As per our agreement, both parties acknowledge that electronic signatures hold the same legal weight as handwritten signatures under applicable laws and regulations, including the Electronic Signatures in Global and National Commerce (ESIGN) Act and the Uniform Electronic Transactions Act (UETA).

Please find the details of the agreement below:

- Document Title: [Document Title]
- Effective Date: [Effective Date]
- Parties Involved: [Your Company Name] and [Recipient Company Name]

By signing this letter electronically, you hereby consent to utilize electronic signatures for all agreements, contracts, and documents related to this transaction.

If you have any questions or require further clarification regarding this compliance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Optional: Digital Signature]