

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Electronic Signature

I hope this message finds you well.

I am writing to request your electronic signature for [briefly explain the purpose of the document, e.g., "the attached contract regarding our recent agreement"]. Your prompt attention to this matter will be greatly appreciated.

Please find the document attached for your review. If you have any questions or require additional information, do not hesitate to reach out.

Thank you in advance for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]