

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request your approval for an electronic signature on the [specific document or agreement] related to [brief description of the purpose].

Please review the attached document at your earliest convenience. If you agree to the terms outlined, kindly provide your electronic signature to expedite the process.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]