

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

Dear [Recipient Name],

Subject: Adoption of Electronic Signature

I hope this message finds you well.

We are excited to inform you that [Your Company/Organization] is adopting electronic signatures to streamline our processes and enhance efficiency. This transition will allow us to handle documents more effectively while ensuring security and compliance with industry standards.

We would like to request your cooperation in embracing this change.

Please find the enclosed guidelines on how to utilize the electronic signature platform, along with any necessary login information.

Should you have any questions or require further assistance during this transition, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

Enclosure: Electronic Signature Guidelines