

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

Dear [Recipient Name],

Subject: Electronic Signature Authentication

I hope this message finds you well.

This letter serves to confirm the authentication of the electronic signature you have provided on [specific document or agreement name] dated [date of document]. We have reviewed the signature using our electronic signature verification process and have successfully confirmed its validity.

If you have any questions or require further assistance regarding this authentication, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]