

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

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

Dear [Recipient's Name],

I hope this message finds you well.

This letter serves as confirmation of your electronic signature on the
[name of document or agreement] dated [date of signature]. We appreciate
your prompt response and cooperation in finalizing this matter.

Please let us know if you require any further information or
clarification regarding this document.

Thank you for your attention to this matter.

Warm regards,

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