

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Electronic Signature Verification

I hope this message finds you well.

I am writing to request verification of an electronic signature associated with [specific document or transaction details]. In accordance with [relevant regulations or company policies], we seek to ensure the authenticity of this signature for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

Please find attached the necessary documentation, including the electronic signature and any supporting materials you may require for verification purposes.

If you have any questions or need further information, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]