

Electronic Signature Agreement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

Subject: Agreement for Electronic Signature

Dear [Recipient's Name],

This letter serves as an agreement between [Your Company Name] and [Recipient's Name] concerning the use of electronic signatures for remote transactions.

By signing this agreement, both parties agree to the following terms:

1. Both parties acknowledge that electronic signatures hold the same weight and legal effectiveness as traditional handwritten signatures.
2. All transactions executed electronically shall maintain the confidentiality and integrity of the information exchanged.
3. Each party agrees to provide a secure and valid method for establishing their identity electronically.
4. This agreement is applicable to all transactions between the parties unless stated otherwise.

By signing below, you agree to the terms outlined above for electronic signatures in our transactions.

Signature: _____

Name: [Recipient's Name]

Date: _____

Signature: _____

Name: [Your Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]