

Electronic Signature Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves as confirmation that the service agreement dated [Insert Agreement Date] has been electronically signed by both parties. The details of the agreement are as follows:

- **Service Description:** [Insert Service Description]
- **Effective Date:** [Insert Effective Date]
- **Termination Date:** [Insert Termination Date]
- **Payment Terms:** [Insert Payment Terms]

Both parties affirm that this electronic signature is legally binding and carries the same weight as a handwritten signature.

Should you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]