

# Request to Opt-In for Electronic Document Distribution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request to opt-in for electronic distribution of documents from [Company/Organization Name]. I understand that this option allows for more efficient communication and access to important documents.

Please add my email address [Insert Email Address] to your distribution list. I would appreciate receiving all future documents, notifications, and communications electronically.

Thank you for your attention to this matter. I look forward to your confirmation of my request.

Sincerely,

[Your Name]