

Letter Template for Notice Seeking Agreement for Email Correspondence

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I hope this letter finds you well. We are reaching out to discuss the possibility of conducting our correspondence via email. This transition aims to enhance communication efficiency and ensure swift information exchange.

Should you agree to this method of communication, please respond to this letter by [insert deadline date] to confirm your consent. If you have any reservations or require further clarification, please do not hesitate to contact me.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Designation]
[Your Company/Organization Name]
[Your Contact Information]