

# Dear Team,

We are excited to announce the rollout of our new e-invoicing feature, which will be implemented starting next week. This upgrade is aimed at improving our invoicing process and enhancing efficiency across our departments.

## Key Details:

- **Launch Date:** [Insert Date]
- **Training Session:** [Insert Date and Time]
- **Access:** [Insert Instructions on How to Access the New Feature]

Please ensure you attend the training session to familiarize yourself with the new system. Your cooperation and engagement during this transition are greatly appreciated.

If you have any questions or concerns, feel free to reach out to [Insert Contact Person's Name and Email].

Thank you for your attention and support as we implement this important enhancement.

## Sincerely,

[Your Name]  
[Your Position]  
[Your Company]