

Dear Valued Client,

We hope this message finds you well. We are excited to inform you that we are transitioning to an e-invoicing system to enhance our billing process and provide you with a more efficient and convenient way to manage your invoices.

Starting from **[Date]**, all invoices will be sent electronically to the email address we have on file for you. This change aims to streamline our processes, reduce paper waste, and provide immediate access to your invoices anytime and anywhere.

If you would like to update your email address or have any questions regarding this transition, please do not hesitate to get in touch with us at **[Contact Information]**.

We appreciate your understanding and support during this transition. Thank you for being a valued part of our community.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]