

# Notification of Switching to Electronic Invoices

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], our company will be transitioning to electronic invoices.

This change is aimed at streamlining our billing process, reducing paper waste, and enhancing efficiency in our operations.

From now on, you will receive your invoices via email at the address we have on file: [Insert Email Address]. If you would like to update this email address or have any questions regarding this transition, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation as we make this important change.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]