

Notice of Transition to Electronic Communication

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that as part of our commitment to enhancing efficiency and sustainability, we will be transitioning to electronic communication effective [Insert Transition Date].

This change will allow us to provide faster responses and more streamlined communication while also reducing our environmental footprint.

Starting on [Insert Transition Date], all correspondence, including newsletters, account updates, and important notifications, will be sent via email. We kindly ask you to ensure that we have your current email address on file. If you would like to update your email details, please contact us at [Insert Contact Information].

We appreciate your understanding and cooperation during this transition. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]