

Expedited Billing Process Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about our expedited billing process that is now available for our valued customers. This initiative aims to streamline your billing experience and ensure timely processing of your invoices.

To take advantage of this expedited service, please follow these steps:

1. Ensure that all billing information is up-to-date in our system.
2. Submit your invoices electronically via our secure portal.
3. Contact our expedited billing team at [Contact Information] for assistance.

We appreciate your cooperation and understanding as we implement this new process to serve you better. Should you have any questions, please do not hesitate to reach out.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]