

Important Notice: Switch to Digital Billing

Dear Valued Customer,

We are excited to inform you that starting from **[Effective Date]**, we will be transitioning to digital billing for all utility accounts. This change is aimed at providing you with more convenience and to help us enhance our service delivery.

With digital billing, you will enjoy:

- Faster access to your bills
- Reduced paper waste
- Easy tracking of your billing history
- Email notifications when your bill is available

If you have not already done so, please provide us with your email address to ensure you receive all future bills electronically. You can update your contact information by visiting our website or contacting our customer service team at **[Customer Service Phone Number]**.

Thank you for your continued support and for being a valued customer.

Sincerely,

[Your Company Name]
Customer Service Team
[Company Address]
[Company Phone Number]