*[Company name]*

*[Name of contact person]*

*[Street, house number]*

*[Postcode, town]*

*[Recipient company name]*

*[Name of contact person]*

*[Street, house number]*

*[Postcode, town]*

**We are switching to digital invoicing – we want to connect with you!**

*[Dear Sir or Madam]*

We have laid the base to simplify our processes with you: from now on, we will send invoices to our business partners electronically as structured B2B e-bills via the PostFinance interface.

We have noticed that you receive B2B e-bills with the recipient ID [*enter recipient ID*].

We will be pleased to send you our invoices digitally from [*date*].

If you have any questions about sending invoices, please contact us at [*e-mail@e-mail.ch*].

We look forward to continuing our excellent business relationship with you.

Kind regards

[*Company, name of contact person, signature*]