*[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.

Do you already use the electronic receipt of B2B e-bills? Please provide us with your recipient ID at the following e-mail address [*insert e-mail*] so that we can add you to our directory and send you electronic invoices in the future.

Do you not yet use B2B e-bill receipt? You will find additional information on receiving electronic invoices at postfinance.ch/e-bill.

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

Kind regards

[Company, name of contact person, signature]