

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Account Credit for Switching to Paperless Billing

Dear [Customer Name],

We are writing to invite you to simplify your billing process and help the environment by transitioning to electronic billing. As a thank you for making the switch, we are offering a one-time **[\$[Amount] credit]** to your account.

Benefits of Electronic Billing:

- Receive your statements instantly via email.
- Reduce paper waste and clutter.
- Access your billing history 24/7 through our online portal.
- Enhanced security for your personal information.

How to Claim Your Credit:

1. Log in to your account at [Website URL].
2. Navigate to the "Billing" or "Settings" section.
3. Select "Paperless Billing" or "Electronic Statements."
4. Confirm your email address.

Once you have successfully enrolled, the **[\$[Amount] credit]** will be applied to your next billing cycle automatically.

If you have any questions or need assistance with the transition, please contact our customer support team at [Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name/Company Name]

[Title]

[Company Website]