[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Dear [Customer Name],

Subject: Go Paperless and Manage Your Account Online

We are excited to invite you to enroll in our digital billing system and online customer portal. Managing your account has never been easier, faster, or more secure.

Why Switch to Paperless Billing?

- **Instant Access:** View your bills as soon as they are generated.
- **Security:** Reduce the risk of mail theft and lost documents.
- **Eco-Friendly:** Help us reduce paper waste and protect the environment.
- **Organization:** Access your billing history 24/7 without the physical clutter.

How to Enroll:

1. Visit our website at: [Portal URL]
2. Click on "Sign Up" or "Register Account."
3. Enter your account number: [Account Number]
4. Follow the prompts to set up your username and password.
5. Select "Paperless Billing" in your account settings.

Once enrolled, you will receive an email notification each month when your statement is ready for viewing and payment.

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

Thank you for being a valued customer.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]