

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Important Update Regarding Our Billing System

Dear [Client Name],

We are writing to inform you that [Law Firm Name] is transitioning to a new billing and practice management system effective [Date]. This upgrade is part of our ongoing commitment to provide you with more efficient and transparent legal services.

What is changing?

- **Invoice Format:** You will notice a new, simplified design for your monthly invoices.
- **Payment Portal:** We are launching a new secure online portal for easier electronic payments.
- **Payment Methods:** [Detail any changes to accepted credit cards or ACH instructions].

Action Required:

Please note that any outstanding balances as of [Date] will be migrated to the new system. If you currently use automated recurring payments, you may need to re-authorize these details through our new portal link: [Link/Instructions].

Our goal is to make this transition as seamless as possible for you. If you have any questions regarding your account or experience any issues with your next statement, please contact our billing department directly at [Phone Number] or [Billing Email Address].

Thank you for your continued trust in our firm.

Sincerely,

[Authorized Signature]
[Name and Title]
[Law Firm Name]