Email template – cultural announcement

[clientcompanyname]

Our company culture is all about improving and streamlining systems that benefit you by providing a great service at a reasonable price. To further this goal, we are pleased to introduce the [yourcompanyname] portal found at https://example.yoursite.com.

At no additional cost to you we are providing a one-stop site for you to:

* Review all currently open invoices
* Review past invoices
* Make full or partial payments on invoices
* Schedule future payments
* Automate recurring invoices for payment!

This means you no longer have to write a check every month AND you still have 100% control over how and when you pay.

Please take advantage of this convenient, secure, and cost-saving way of working together.

To access the portal for the first time:

1. Visit our site: https://example.yoursite.com
2. Click on the ‘Request Account’ link on the above web page.
3. Keep an eye on your inbox for a welcome email to our portal where you will be able to update your password.

If you have any questions or need help navigating the portal, please contact us.