

Account Update: Change in Billing Cycle

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your billing cycle for your account with us.

Effective [Effective Date], your billing cycle will change from [Current Billing Cycle] to [New Billing Cycle]. This change is part of our efforts to enhance our services and provide you with a more streamlined billing experience.

Here are the details of the change:

- Previous Billing Cycle: [Details]
- New Billing Cycle: [Details]
- Next Billing Date: [Next Billing Date]

If you have any questions or need further assistance, please do not hesitate to contact our customer support team at [Customer Support Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]