

Billing Cycle Amendment Information

Dear [Customer's Name],

We are writing to inform you of a change to your billing cycle for your account with us.

Your new billing cycle will take effect starting [Effective Date]. The details of your amended billing cycle are as follows:

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

We understand that changes can impact your budgeting and planning. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]