

Important Update: Change in Your Billing Cycle

Dear [Customer's Name],

We are writing to inform you of an important update regarding your billing cycle.

Effective [Effective Date], your billing cycle frequency will change from [Old Frequency] to [New Frequency]. This change is being made to enhance our services and ensure optimal billing management.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to our customer support team at [Customer Support Email] or [Customer Support Phone Number].

Thank you for your continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]