

Billing Cycle Transition Update

Dear [Customer Name],

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

Effective [Date], we will be transitioning to a new billing cycle schedule. Your new billing date will be on the [New Billing Date] of each month, instead of your previous billing date of [Old Billing Date]. This change is designed to streamline our billing process and provide you with a more consistent billing experience.

Please note, there will be no changes to your current plan or pricing as a result of this transition. We appreciate your understanding and support during this transition period.

If you have any questions or concerns, please do not hesitate to reach out to our customer service team at [Contact Information]. We are here to assist you!

Thank you for your continued partnership.

Sincerely,

[Your Company Name]

[Your Position]

[Company Contact Information]