

# Notice of Billing Cycle Update

Dear [Account Holder's Name],

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

Effective [Start Date of New Billing Cycle], your billing cycle will change from [Old Billing Cycle] to [New Billing Cycle]. This change will allow us to better serve you and streamline our services.

Please note the following details regarding the update:

- **Old Billing Cycle:** [Details]
- **New Billing Cycle:** [Details]
- **First Billing Date under the New Cycle:** [Date]

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

Thank you for your continued support.

Best regards,

[Your Company Name]

[Your Company's Contact Information]