

Important Notice: Change in Your Billing Cycle

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an upcoming change to your billing cycle. To better align our services with your needs, we will be shifting your billing cycle from the 1st of each month to the 15th of each month.

This change will take effect starting **[Effective Date]**. As a result, your next billing statement will be generated on the new date. We appreciate your understanding and cooperation during this transition.

If you have any questions or concerns regarding this change, 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.

Sincerely,

[Your Company Name]
[Your Company Address]
[Your Company Phone Number]