

# Notification of New Billing Cycle Effective Date

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about a change in your billing cycle. Effective [New Effective Date], your billing cycle will be adjusted to reflect the new schedule.

Details of the new billing cycle are as follows:

- New Billing Cycle Start Date: [New Start Date]
- New Billing Cycle End Date: [New End Date]
- Total Amount Due: [Amount]

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 attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]