

Important Announcement: Upcoming Billing Cycle Modification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an important modification to your billing cycle with [Company Name].

Effective [New Billing Cycle Start Date], your billing cycle will be changed from [Current Billing Cycle Details] to [New Billing Cycle Details]. This change aims to provide you with more flexibility and better align our services with your needs.

Please note that this modification will not affect your current pricing structure. Your [service/product] will continue to be billed at the same rate as outlined in your original agreement.

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer support team at [Customer Support Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]