

Important Update: Subscription Billing Adjustment

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to your subscription billing that will take effect on [Effective Date].

Due to [reason for adjustment, e.g., increased service costs, enhancements in service, etc.], your billing amount will change from [Old Amount] to [New Amount]. This adjustment will help us continue to provide you with the best service possible.

We understand that any change in billing can be concerning, and we want to reassure you that [any customer support offers or reassurances about the company's commitment to quality].

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

Thank you for your understanding and for being a valued member of our community.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]