

# Important Update: Changes to Our Billing Procedures

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you about important changes to our billing procedures that will take effect starting [Effective Date].

To enhance our services and provide you with a better experience, we will be implementing the following changes:

- **New Billing Cycle:** Our billing cycle will now run from the [Start Date] to [End Date].
- **Payment Methods:** We are expanding our payment options to include [List New Payment Methods].
- **Paperless Billing:** You can now opt for digital billing which will be sent via email. Please register through your account.
- **Late Fees:** A late fee of [Amount] will be applied if payments are not received by the due date.

We encourage you to review these changes and adjust your billing preferences as necessary. For any questions or assistance, please 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]