

Agreement for New Telecom Billing Cycle Schedule

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To: [Recipient's Name]
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are write to confirm our agreement regarding the new billing cycle schedule for our telecom services.

New Billing Cycle Schedule

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Billing Frequency: [Monthly/Quarterly/etc.]
- Due Date: [Insert Due Date]

We appreciate your cooperation and look forward to your confirmation of this new schedule.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]