

# Confirmation of Revised Telecom Billing Cycle

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the revision of your telecom billing cycle. As per your request, the new billing cycle will take effect starting [Insert Effective Date]. Below are the details:

- **Previous Billing Cycle:** [Insert Previous Billing Cycle]
- **New Billing Cycle:** [Insert New Billing Cycle]
- **Next Billing Due Date:** [Insert Due Date]

If you have any questions or need further clarification, please feel free to reach out to our customer service team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]