

Billing Timeline Adjustment Notification

Date: [Insert Date]

Dear [Customer Name],

We are reaching out to inform you of a recent adjustment made to your billing timeline in relation to your telecom services with us. This adjustment pertains to your account number [Insert Account Number].

Effective from [Insert Effective Date], the new billing cycle will commence on [Insert New Billing Cycle Start Date] and conclude on [Insert New Billing Cycle End Date]. This change is intended to streamline our billing process and enhance your overall experience with our services.

If you have any questions or concerns regarding this adjustment, please feel free to reach out to our customer service team at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]