

# Monthly Billing Frequency Update Notification

Dear Valued Customer,

We are writing to inform you of an update to your billing frequency for your telecom services.

Effective [Effective Date], your billing cycle will change from [Current Billing Frequency] to [New Billing Frequency]. This update is aimed at providing you with better flexibility and alignment with your financial planning.

Your new billing date will be on the [New Billing Date]. Please ensure you have the necessary funds available to cover your monthly charges, which will remain at [Current Monthly Charge].

If you have any questions or require further assistance, please do not hesitate to contact our customer service 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]