

# Billing Update Advisory

Dear Stakeholders,

We hope this message finds you well. We are writing to inform you of some important updates regarding our billing processes that will take effect starting [Date].

As part of our ongoing efforts to improve transparency and efficiency, we will be implementing the following changes:

- **Updated Billing Cycle:** The billing cycle will now occur on a [monthly/quarterly] basis.
- **New Payment Methods:** We are excited to offer additional payment options including [list any new methods].
- **Revised Invoice Format:** You will notice a new invoice format that provides clearer details about charges.

We believe these changes will enhance your experience and streamline our billing operations. Should you have any questions or require further information, please feel free to contact our support team at [support email] or [support phone number].

Thank you for your continued support and partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]