

Announcement: Payment Cycle Revision

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change regarding our payment cycle.

Effective [start date], our payment cycle will be revised to [new payment cycle details]. This change is aimed at [brief explanation of the reason for the change].

We understand that changes in payment procedures can raise questions, and we are here to assist you during this transition. If you have any concerns or require further clarification, please do not hesitate to reach out to [contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]