

Important Update: Change in Payment Frequency

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the payment frequency for your account.

Effective [Effective Date], the payment frequency will be changed from [Current Frequency] to [New Frequency]. This change has been made in order to [Reason for Change].

Please ensure that your records are updated to reflect this change. If you have any questions or concerns, feel free to reach out to our customer service team at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]