

# Billing Cycle Modification Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a modification to your billing cycle.

Your new billing cycle will commence on [New Start Date] and will be billed on a [Monthly/Bi-Monthly/Quarterly] basis thereafter. This change will take effect starting [Effective Date].

If you have any questions or concerns regarding this modification, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]