

# Important Notice: Billing Cycle Modification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there has been a modification to your billing cycle.

Effective [Effective Date], your billing cycle will change from [Old Cycle] to [New Cycle]. This adjustment is part of our effort to enhance our service offerings and streamline our billing processes.

Please make a note of the new billing schedule:

- New Billing Date: [New Billing Date]
- New Payment Due Date: [New Due Date]

If you have any questions or concerns regarding this change, feel free to contact our customer support team at [Support Email] or [Support Phone Number].

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]