

Billing Cycle Change Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there will be a change to your billing cycle effective [Effective Date]. This change is being made to enhance our service delivery and provide you with more flexible billing options.

Your new billing cycle will begin on [New Billing Cycle Start Date] and will occur every [Frequency, e.g., month, quarter]. The amount due will remain the same at [Amount Due].

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

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]