

Notice of Change in Your Billing Frequency

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of a change to your billing frequency for your account with us.

Effective [Insert Effective Date], your billing frequency will change from [Current Billing Frequency] to [New Billing Frequency]. This means that your invoices will be generated and sent to you on the following basis:

- New Billing Cycle: [Describe new billing cycle]
- First Invoice Date: [Insert date of first invoice under new cycle]

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer service team at [Insert Contact Information]. We appreciate your understanding and continued business.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]