

Important Update on Your Billing Cycle

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your billing cycle.

Effective [Date], your billing cycle will be updated to [New Billing Cycle Details]. This change is made to enhance our service delivery and to better meet your needs.

Please note that all future bills will reflect this new cycle. We encourage you to review your account and adjust any automated payments accordingly.

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

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]