

Modification to Billing Cycle

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to your billing cycle that will take effect starting [Effective Date].

This change is being made to enhance our services and provide you with more flexible payment options. Your new billing cycle will be as follows:

- New Billing Cycle Start Date: [New Start Date]
- New Billing Cycle End Date: [New End Date]
- Payment Due Date: [New Due Date]

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

Thank you for your attention to this matter. We appreciate your understanding and look forward to serving you better.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Email Address]