

Notice of Billing Cycle Adjustment

Date: [Insert Date]

To: [Customer Name]

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you of an adjustment to your billing cycle. This change will take effect starting [Effective Date]. The adjustment is being made to better align with our service delivery schedule.

Your new billing cycle will now close on the [New Billing Cycle End Date], and your next invoice will be issued on [Next Invoice Date]. This adjustment will not affect the amount due, but it may alter the timing of when payments are due.

If you have any questions regarding this change or need further assistance, 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 Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]