

Notification of Billing Period Changes

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to your billing period.

Effective [Effective Date], your billing period will change from [Old Billing Period] to [New Billing Period]. This change will allow us to streamline our billing process and provide you with an improved service experience.

For your reference, here are the details:

- Old Billing Period: [Old Billing Period]
- New Billing Period: [New Billing Period]
- Effective Date: [Effective Date]

If you have any questions or concerns regarding this change, feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Website]