

Revised Billing Cycle Announcement

Dear [Customer Name],

We are reaching out to inform you that we will be revising our billing cycle effective [Effective Date]. This change is aimed at enhancing our service delivery and improving your overall experience.

The new billing cycle will take place on [New Billing Dates], instead of the previous schedule of [Old Billing Dates]. Please be assured that this change will not affect your current rates or service quality.

If you have any questions or require further assistance, please feel free to contact our customer service team at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Contact Information]