

Statement on New Billing Cycle Procedures

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about the new billing cycle procedures that will be implemented starting [Insert Start Date]. These changes are designed to enhance our billing process and improve the overall customer experience.

The main changes include:

- Adjustment of the billing cycle to [New Billing Cycle Details].
- Introduction of electronic billing options to simplify payment processing.
- Revised payment terms to provide more flexibility for our customers.

We understand that changes can be challenging, and we want to assure you that our customer service team is here to assist you with any questions or concerns regarding the new procedures.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]