

Update on Billing Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your billing schedule with us.

Due to [reason for the update, e.g., system upgrades, policy changes], we have made some adjustments to our billing schedule. Starting from [start date], your billing cycle will change from [old billing cycle] to [new billing cycle].

If you have any questions or require further clarification, please do not hesitate to reach out to our customer support team at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]