

Notice of Changes to Billing Procedures

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of some important changes to our billing procedures that will take effect on [Effective Date]. These changes are designed to improve our services and enhance your overall experience with us.

What's Changing?

- **Billing Cycle:** The billing cycle will be adjusted from [Old Cycle] to [New Cycle].
- **Payment Methods:** We will now accept [New Payment Methods] alongside our existing options.
- **Invoice Format:** Invoices will be issued in a new format for better clarity and transparency.

We encourage you to review these changes and update your billing information accordingly. Should you have any questions or require assistance, please feel free to contact our customer service team at [Contact Information].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]