

# Inquiry Regarding Billing Cycle Change

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a change in my billing cycle for my account ([Your Account Number]). Recently, I noticed that my billing cycle has shifted from [Old Billing Cycle] to [New Billing Cycle].

Could you please provide clarification on the reason for this change and any potential implications it may have on my payments and services? Additionally, I would appreciate any documentation regarding the new billing terms, if available.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]