

Notice of Change in Billing Frequency

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a change in the billing frequency for your account with us. Effective [Insert Effective Date], your billing will transition from [Current Billing Frequency] to [New Billing Frequency].

This change is being implemented to [briefly explain reason for change, e.g., "better align with our operational processes" or "provide more flexibility and convenience for our valued customers"].

If you have any questions or concerns regarding this change, please feel free to contact our customer service team at [Insert Contact Information]. We appreciate your understanding and continued support.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]