

Dear Valued Customer,

We hope this message finds you well. We want to inform you of an important update regarding our billing cycle.

Effective **[Date]**, we will be implementing changes to our billing cycle. The new billing schedule will be as follows:

- Billing will occur on the **[New Billing Date]** of each month.
- All invoices will be sent via email and will be due within **[Number] days** of receipt.

These changes are designed to enhance our services and improve your billing experience. Should you have any questions or concerns, please feel free to contact us at **[Contact Information]**.

Thank you for your continued support.

Sincerely,

[Your Company Name]