

# Important Update: Billing Cycle Transition

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you about an upcoming change to your billing cycle.

Effective **[Insert Date]**, your billing cycle will transition from **[Current Billing Cycle]** to **[New Billing Cycle]**. This change is being made to better accommodate your needs and enhance our service delivery.

Here are the key details:

- **Current Billing Cycle:** [Current Cycle Details]
- **New Billing Cycle:** [New Cycle Details]
- **First Bill Under New Cycle:** [Date]

Please note that this transition will not affect your existing rates, and all services will continue without interruption.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding and continued support!

Sincerely,

[Your Company Name]

[Your Company Contact Information]