

# Important Notice: Change in Billing Frequency

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your billing frequency.

Effective [Effective Date], we will be changing your billing frequency from [Current Frequency] to [New Frequency]. This change is designed to enhance our service and provide you with a more convenient billing experience.

If you have any questions or concerns regarding this change, please feel free 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 Address]

[Your Company Phone Number]