

# Billing Cycle Change Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm that your request to change your billing cycle has been successfully processed. The details of your new billing arrangement are as follows:

- **New Billing Cycle:** [Insert New Billing Cycle]
- **Effective Date:** [Insert Effective Date]
- **Previous Billing Cycle:** [Insert Previous Billing Cycle]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]