

Update on Your Billing Cycle Preferences

Dear [Customer Name],

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

Your current billing cycle is set to [Current Billing Cycle]. If you would like to change your billing cycle to [New Billing Cycle], please let us know by [Deadline for Response].

To confirm or update your preferences, you can reply to this email or contact our customer service at [Customer Service Phone Number].

Thank you for being a valued customer!

Sincerely,

[Your Company Name]

[Your Company Contact Information]