

Notice of Billing Cycle Update

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your billing cycle for your account with [Company Name].

Effective [Insert Effective Date], we will be adjusting our billing cycle from [Current Billing Cycle] to [New Billing Cycle]. This change is being made to [briefly explain reason, e.g., align with operational efficiencies, provide better service, etc.].

As a result of this change:

- Your next billing date will now be [New Billing Date].
- All future invoices will be issued on this new schedule.

We understand that changes to billing cycles can raise questions, and we are here to support you. If you have any concerns or need further clarification, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]