

Subject: Inquiry About Billing Cycle Transition

Dear [Billing Department/ Contact Name],

I hope this message finds you well. I am writing to inquire about the upcoming transition in our billing cycle. As a valued customer, I would like to understand how this change will affect my account and any adjustments I need to be aware of.

Specifically, I would appreciate clarification on the following points:

- The effective date of the new billing cycle.
- Any changes to the billing amount or terms.
- How this transition may impact my current payment method.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Account Number]