

Notification of Adjusted Billing Cycle

Dear [Customer's Name],

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

Effective [Effective Date], your billing cycle will be changed from [Old Billing Cycle] to [New Billing Cycle]. This adjustment will help us serve you better and ensure a more streamlined billing process.

If you have any questions or need further assistance, please feel free to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding and continued support.

Best regards,

[Your Company Name]

[Your Company Contact Information]