

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your service billing preferences.

As part of our continuous effort to enhance your experience, we are implementing a new billing system that will allow you more flexibility in managing your billing preferences.

Please take a moment to review and update your billing preferences by logging into your account at [Your Website URL]. You can choose options that best suit your needs, such as:

- Billing cycle frequency
- Payment method
- Invoice delivery method

We appreciate your attention to this matter and encourage you to make any necessary changes by [Deadline Date]. If you have any questions or need assistance, please feel free to contact our customer support team at [Support Email/Phone Number].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]