

# Notification of Utility Billing Date Update

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that the billing date for your utility service account has been updated.

Effective from [New Billing Date], your billing cycle will now be as follows:

- Previous Billing Date: [Old Billing Date]
- New Billing Date: [New Billing Date]
- Next Payment Due: [Next Payment Due Date]

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for your continued support!

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]