

Construction Project Billing Cycle Adjustment Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about an adjustment to the billing cycle for the current construction project, [Project Name], located at [Project Location]. After careful review and consideration, we believe this adjustment will streamline our processes and ensure timely payments moving forward.

The changes to the billing cycle are as follows:

- Current Billing Cycle: [Current Cycle Details]
- New Billing Cycle: [New Cycle Details]
- Effective Date of Change: [Effective Date]

We appreciate your understanding and cooperation in this matter. Please feel free to reach out if you have any questions or concerns regarding this adjustment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]