

# Billing Instruction Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the regular billing cycles for your account. Please find below the details regarding the billing process:

## Billing Cycle Information

- **Billing Period:** [Insert Billing Period]
- **Billing Start Date:** [Insert Start Date]
- **Billing End Date:** [Insert End Date]
- **Invoice Due Date:** [Insert Due Date]

Please ensure that your payments are made on or before the due date to avoid any late fees or service interruptions. You may remit payment through one of the following methods:

1. Online Payment via [Insert Payment Portal]
2. By Mail to [Insert Mailing Address]
3. In-Person at [Insert Location]

If you have any questions regarding this billing cycle, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]