

Notification of Changes to Billing Policy

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of some important changes to our billing policy that will take effect on [Effective Date].

These changes are as follows:

- **Change 1:** [Description of the change]
- **Change 2:** [Description of the change]
- **Change 3:** [Description of the change]

We understand that you may have questions or concerns regarding these changes. Please feel free to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number] for assistance.

Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]