

Revised Utility Billing Cycle Notification

Dear Valued Customer,

We are writing to inform you about an important change to our utility billing cycle that will take effect starting [Effective Date]. As part of our commitment to improving our services, we are revising the billing cycle to [brief description of reason for change, e.g., align with service usage patterns, improve processing times, etc.].

Beginning [New Billing Date], you will receive your utility bill on a new schedule. Your new billing cycle will be [details of new cycle, e.g., monthly, bimonthly, etc.], and your expected billing date will be [specific example of the new date]. Please note that all previous balances and payment histories will remain intact.

We understand that changes can be challenging, and we want to ensure a smooth transition. Should you have any questions or require further clarification regarding this new billing cycle, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or email us at [Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Utility Company Name]

[Your Utility Company Contact Information]