[Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notification of Billing Cycle Change to Annual Frequency

Dear [Customer Name],

We are writing to inform you of an upcoming change to your billing cycle for [Service/Product Name].

Effective [Effective Date], your account will be transitioned from a monthly billing cycle to an **annual billing cycle**. This adjustment is designed to simplify your payments and ensure uninterrupted service with a single yearly invoice.

Change Details:

- **Current Frequency:** Monthly
- **New Frequency:** Annual (Once per year)
- **Next Billing Date:** [Date]
- **Annual Amount:** [Amount]

No action is required on your part. Your preferred payment method on file will be charged automatically on the next billing date listed above. You will continue to receive a receipt of payment via email for your records.

If you have any questions regarding this change or wish to discuss alternative billing options, please contact our support team at [Phone Number] or [Email Address] before [Cut-off Date].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]