[Date]

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

**Subject: Notification of Quarterly Payment Billing Cycle Adjustment**

Dear [Customer Name],

We are writing to inform you of a change to your billing schedule. To improve our administrative processes, your account is being transitioned to a quarterly billing cycle.

**What this means for you:**

- **New Billing Frequency:** You will now receive one invoice every three months instead of your previous schedule.
- **Effective Date:** This change will take effect starting [Start Date].
- **Next Payment Due:** Your first quarterly payment will be due on [Due Date].

The total amount due per invoice will reflect the charges for the upcoming three-month period: [List Months, e.g., January, February, and March].

Please note that this is an adjustment to the timing and frequency of your invoices only; your service rates and contract terms remain unchanged. If you have automatic payments set up, please ensure your records are updated to reflect the new quarterly amount.

If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]
[Company Name]