[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

Subject: Notification of Billing Cycle Adjustment

Dear [Customer Name],

We are writing to inform you of an upcoming change to your billing cycle. To ensure all accounts remain in alignment with our updated internal billing policies, we will be adjusting your payment due date.

What is changing?

- **Current Billing Date:** [Old Date] of each month
- **New Billing Date:** [New Date] of each month
- **Effective Date:** [Date of Change]

How does this affect you?

Your next invoice, issued on [Date], may be prorated to account for the transition period between your old and new billing cycles. Following this transition, your regular monthly charges will occur on the new date listed above.

If you have an automatic payment or direct debit set up, no action is required on your part. Our system will automatically update your withdrawal date to match the new schedule.

We appreciate your cooperation as we align our systems to provide better service. If you have any questions regarding this adjustment, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]