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

[Recipient Name]
[Client Company Name]
[Street Address]
[City, State, Zip Code]

Subject: Notification of Billing Cycle Adjustment - Account [Account Number]

Dear [Recipient Name],

We are writing to inform you of an upcoming change to your commercial account billing cycle. To improve our invoicing efficiency and service delivery, we are adjusting the frequency and dates of our billing periods.

Current Billing Cycle: [Current Cycle, e.g., 1st of the month]
New Billing Cycle: [New Cycle, e.g., 15th of the month]
Effective Date: [Date change takes effect]

As a result of this transition, your next invoice dated [Date] may reflect a prorated amount to align your account with the new schedule. Following this transition period, all subsequent invoices will follow the new regular billing cycle.

No action is required on your part. If you have any questions regarding how this change impacts your account or automated payment settings, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Sender Name]
[Title]
[Company Name]