[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notice of Electronic Funds Transfer (EFT) Billing Cycle Adjustment

Dear [Customer Name],

This letter is to inform you that we are adjusting your billing cycle for your [Account Type/Service Name] account, ending in [Last 4 Digits of Account Number].

Starting on [Effective Date], your Electronic Funds Transfer (EFT) will be processed on a new schedule. Please note the following changes to your payment dates:

- **Current Billing Date:** [Day] of each month
- **New Billing Date:** [Day] of each month
- **Next Scheduled Withdrawal:** [Date]

This adjustment is being made to [Reason for Change, e.g., streamline our processing systems / align with your new service terms].

No action is required on your part. Your payment information will remain securely on file, and your automatic payments will continue to be processed according to this new schedule. Please ensure that sufficient funds are available in your account on the new scheduled date to avoid any potential overdraft fees or service interruptions.

If you have any questions or would like to request a different billing date, please contact our customer service department at [Phone Number] or email us at [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]