[Date]

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

Subject: Important Update Regarding Your Consolidated Billing Cycle

Dear [Customer Name],

This letter is to inform you of an upcoming adjustment to the billing cycle for your consolidated account, ending in [Last 4 Digits of Account Number].

To streamline our services and provide you with a clearer overview of your accounts, we are aligning the billing dates for all sub-accounts linked to your profile. Starting on [Date], your new monthly billing date will be the [Day of Month, e.g., 15th] of each month.

How this affects your next statement:

- **Transition Invoice:** Your next statement may cover a shorter or longer period than usual to align with the new date.
- **Due Date:** Your new payment due date will be [Number] days after the new statement date.
- **Automatic Payments:** If you are enrolled in Auto-Pay, your payment will be processed according to the new schedule starting [Date].

No action is required on your part. This change is designed to ensure all your services are billed on a single, convenient statement.

If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or visit our website at [Website URL].

Thank you for your continued business.

Sincerely,

[Sender Name/Department]
[Company Name]