[Company Name]
[Company Address]
[Date]

Subject: Important Update Regarding Your Billing Cycle

Dear [Customer Name],

We are currently upgrading our internal systems to provide you with a more streamlined and efficient service. As a result of this system migration, we are making a one-time adjustment to your billing cycle.

What is changing?
Starting [Date], your new billing date will be the [Day] of each month. Previously, your billing date was the [Old Day].

How does this affect your next invoice?
To align with the new system, your next invoice dated [Date] may be slightly different than usual. It will include a prorated amount to cover the transition period between your old and new billing dates.

What do you need to do?
No action is required on your part. If you have automatic payments enabled, they will automatically adjust to the new schedule. We recommend reviewing your upcoming statement to familiarize yourself with these changes.

We appreciate your patience as we improve our systems to better serve you. If you have any questions regarding your account or this transition, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]