

[Date]

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

Subject: Summary of Updated Future Billing Schedule

Dear [Customer Name],

This letter is to provide you with a summary of your updated future billing schedule regarding your account [Account Number]. Following recent changes to your service, we have adjusted your upcoming payment dates and amounts.

Please find the details of your revised schedule below:

- **Next Billing Date:** [Date]
- **Next Payment Amount:** [Amount]
- **Billing Frequency:** [Monthly/Quarterly/Annual]

Upcoming Payment Timeline:

Payment Date	Estimated Amount
[Date 1]	[Amount 1]
[Date 2]	[Amount 2]
[Date 3]	[Amount 3]

No action is required from your side if you are enrolled in automatic payments. These changes will take effect automatically on the dates listed above.

If you have any questions regarding these updates, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]
[Company Name]