[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is to inform you of the upcoming changes that are being made to the billing system of the ‘Company Name’. After analyzing the suggestions and keeping in mind to provide the best customer care services, ‘Company Name’ is introducing a new system for billing.

The changes being made to the system are as follows:

‘Provide reason and the descriptive process of the changes for the customers understanding’.

The ‘Company name’ team appreciates your subscription to our services. We hope to keep providing the best services for you. If you have any further queries, please contact us on the given address or contact number.

Regards,

Name of Executive,  
Job Post of Letter Issuer,

Name of Company,  
Address of Company,  
Contact Number.