

Date: [Insert Date]

To: [Recipient Name/Account Holder]

Account Number: [Insert Account Number]

Subject: Notice of Mandatory Month-to-Month Premium Fee Implementation

Dear [Recipient Name],

We are writing to inform you of an upcoming change to your billing structure. Effective [Insert Effective Date], a mandatory monthly premium fee of [Insert Amount] will be applied to all accounts currently operating on a month-to-month basis.

This premium fee is being implemented to account for the increased administrative costs and flexibility associated with non-contractual service agreements. This fee will appear as a separate line item on your monthly invoice titled "Month-to-Month Premium Fee."

Your Options:

- **Maintain Current Terms:** No action is required if you wish to remain on your current month-to-month plan. The fee will be applied automatically starting your next billing cycle.
- **Switch to an Annual Plan:** You may avoid this monthly premium fee by transitioning to a long-term annual contract. Please contact our billing department to discuss discounted fixed-term rates.
- **Account Cancellation:** If you do not agree to these terms, you may close your account prior to [Insert Date] in accordance with our standard cancellation policy.

We value your continued business. If you have any questions regarding this change or would like to explore long-term contract options to waive this fee, please contact our support team at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]