

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Upcoming Month-to-Month Premium Fee

Dear [Customer Name],

We are writing to inform you of an upcoming change regarding your [Service/Account Name] under account number [Account Number].

As your current contract term is set to expire on [Contract End Date], your account will automatically transition to a month-to-month service plan effective [Start Date].

Please be advised that the month-to-month premium fee will be [Amount] per month. This fee will be reflected on your billing statement starting [Billing Cycle Date].

If you would like to avoid this premium fee by renewing your contract or selecting a different long-term plan, please contact us at [Phone Number] or visit your online portal at [Website URL].

Thank you for your continued business.

Sincerely,

[Sender Name]

[Company Name]