

Letter of Complaint

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the current billing cycle for my account (Account Number: [Insert Account Number]). I have been experiencing numerous issues with the timing and irregularities in my billing statements.

Given the circumstances, I would like to request a change to a more suitable billing cycle that aligns better with my financial planning. I believe this adjustment would greatly improve my experience with your services.

I hope for a prompt response and resolution to this matter. Thank you for your attention to this issue.

Sincerely,

[Your Name]