

Subject: Request to Change Billing Cycle Date

Dear [Billing Department/Customer Service],

I hope this message finds you well. I am writing to formally request a change to my billing cycle date for my account with [Your Company Name], account number [Your Account Number].

Due to [brief explanation of the reason, e.g., a change in income schedule, aligning with pay periods, etc.], I find it necessary to adjust the billing date to better manage my monthly expenses.

I would greatly appreciate it if my billing cycle could be changed from [Current Billing Date] to [Requested Billing Date]. This adjustment will allow me to maintain timely payments without encountering any difficulties.

If there are any forms I need to complete or further information you require, please let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]