

Request for Change in Billing Cycle

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Department/Specific Contact Person],

I hope this message finds you well. I am writing to formally request a change in my billing cycle due to financial hardship. My account number is [Your Account Number].

Due to [briefly explain your financial situation, e.g., job loss, medical expenses], I am experiencing difficulty managing my current payment schedule. A modification to my billing cycle would greatly assist me in meeting my financial obligations more effectively.

I kindly ask that you consider my request to change my billing cycle to [propose a new cycle, e.g., aligning with my paydays]. I believe this adjustment would allow me to maintain my account in good standing and fulfill my financial responsibilities to your company.

Thank you for considering my request. I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]