

# Request for Modification in Billing Cycle

Date: [Insert Date]

To,  
Customer Service Department,  
[Telecom Company Name],  
[Company Address],  
[City, State, Zip Code]

Subject: Appeal for Modification in Telecom Billing Cycle

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request a modification to my current billing cycle for my account, [Your Account Number]. My name is [Your Name], and I have been a loyal customer since [Year].

Due to [provide a brief explanation of your reason, e.g., financial constraints, timing issues], it has become increasingly challenging for me to manage my expenses effectively. Therefore, I kindly request that my billing cycle be changed to a more suitable date, preferably [suggest the preferred billing date].

I appreciate your understanding and consideration in this matter. It would greatly assist me in maintaining my account with your esteemed company. I look forward to your prompt response to my appeal.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]