

Inquiry Regarding Billing Cycle Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my billing cycle for my account (Account Number: [Insert Account Number]).

Currently, my billing cycle begins on the [Current Billing Start Date] and ends on the [Current Billing End Date]. Due to [reason for inquiry, e.g., personal circumstances, financial planning], I would like to request an adjustment to my billing cycle to begin on [Proposed New Billing Start Date].

Your assistance in this matter would be greatly appreciated, as it will help me manage my expenses more effectively. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]