

Request for Billing Frequency Customization

Date: [Insert Date]

To: [Telecom Company Name]

Customer Service Department

From: [Your Name]

Contact Number: [Your Contact Number]

Email: [Your Email Address]

Dear Customer Service Team,

I am writing to request a customization of my billing frequency for my telecom services associated with account number [Your Account Number]. I would like to change my billing frequency from [Current Billing Frequency] to [Desired Billing Frequency].

I believe this adjustment will help me manage my finances more effectively. Please let me know if any additional information or confirmation is required to process this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]