

Billing Frequency Modification Request

Date: [Insert Date]

To,

Customer Service Department
[Telecom Company Name]
[Telecom Company Address]

Subject: Request for Modification of Billing Frequency

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a modification to my billing frequency for my account [Insert Account Number].

Currently, my billing cycle is set to [current billing frequency, e.g., monthly], and I would like to change it to [desired billing frequency, e.g., quarterly]. The reason for this change is [briefly explain reason, if desired].

I would appreciate your assistance in processing this request at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

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

Sincerely,

[Your Name]
[Your Address]
[Your City, State, Zip Code]