

Billing Interval Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Telecom Company Name]

[Company Address]

Subject: Request for Modification of Billing Interval

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my billing interval related to my account mentioned below:

Account Name: [Your Name]

Account Number: [Your Account Number]

Currently, my billing interval is set to [Current Billing Interval]. I would like to change it to [New Billing Interval] due to [reason for modification].

I believe that this change would benefit my account management and allow for an easier financial overview.

Thank you for considering my request. I look forward to your prompt response, and I am available for any further information you may require.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]