

Billing Period Change Request

Date: [Insert Date]

To,

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

Dear Customer Service Team,

I am writing to formally request a change in my billing period for my telecom account. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Billing Period: [Current Billing Period]
- Requested New Billing Period: [Desired Billing Period]

I would like to change my billing cycle from [Current Billing Cycle] to [Requested Billing Cycle] for the convenience of managing my finances.

Please let me know if any further information is required to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

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