

Request to Alter Billing Frequency

To: [Billing Department Name]

From: [Your Name]

Date: [Current Date]

Subject: Appeal for Altering Billing Frequency

Dear [Billing Department/Manager's Name],

I hope this message finds you well. I am writing to formally request a revision of my current billing frequency for my account, [Your Account Number or Identifier].

Currently, my account is billed [state the current billing frequency, e.g., monthly], and I would like to appeal for a change to [state the desired billing frequency, e.g., quarterly]. This change would greatly assist me in managing my finances more effectively.

Over the past few months, I have found it challenging to keep track of the monthly payments and believe that switching to quarterly billing will provide me with better flexibility and ease of management.

I appreciate your consideration of my request. I am confident that this adjustment will benefit both myself and your company by ensuring timely payments and a smoother billing process.

Thank you for your time and attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]