

# Request for Changing Billing Cycle Terms

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request a change in the billing cycle terms associated with my account, [Your Account Number].

Currently, my billing cycle is set to [Current Billing Cycle], and I would like to change it to [Requested Billing Cycle]. This adjustment would better align with my financial planning and cash flow.

I appreciate your consideration of my request. Please let me know if you need any further information or documentation from my side to facilitate this change. I look forward to your affirmative response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]