

# Letter of Appeal for Billing Period Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a modification of my billing period for my account with [Company Name], account number [Account Number]. Due to [briefly explain your reason, e.g., personal circumstances, budgeting needs], a change in the billing cycle would greatly assist me in managing my payments effectively.

I appreciate your consideration of my request and would be grateful if you could provide guidance on how this modification could be achieved. I have always valued my relationship with [Company Name] and hope to continue my association with you.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]