

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change to my billing cycle for my account with [Company Name]. I would like to propose an alternate billing cycle for my account number [Your Account Number].

Currently, my billing cycle is set to [Current Billing Cycle], and I would like to change it to [Proposed Alternate Billing Cycle]. This change would greatly assist me in managing my finances more effectively.

Please let me know if this change can be accommodated and if there are any forms or additional information you require from my side to complete this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]