

# Billing Method Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your 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 an adjustment to my billing method for my account, [Your Account Number].

Due to [briefly explain reason for adjustment, e.g. financial circumstances, change in payment preferences], I would like to change my current billing method from [Current Billing Method] to [Requested Billing Method].

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if there are any forms I need to fill out or further information you require from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]