

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Request for Weekly Billing Preference**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my billing preference to a weekly basis. I believe that this adjustment will help me better manage my budgeting and ensure timely payments.

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]