

Amendment to Billing Cycle Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Amendment to Billing Cycle Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to the billing cycle terms associated with my account ([Account Number or Reference]).

Currently, my billing cycle is set to [Current Billing Cycle]. I would like to request a change to [Proposed Billing Cycle] effective from [Effective Date]. I believe this adjustment will better align with my financial planning.

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

Thank you for your assistance.

Sincerely,

[Your Name]