

Letter Regarding Altered Recurring Billing Arrangements

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 am writing to inform you about an update to my recurring billing arrangements for my account (Account Number: [Insert Account Number]).

Due to [reason for alteration, e.g., changes in financial circumstances, service adjustments], I would like to request the following changes:

- New Billing Amount: [Insert New Amount]
- New Billing Frequency: [Insert New Frequency, e.g., monthly, quarterly]
- Effective Date of Changes: [Insert Effective Date]

Please confirm that you have received this request and let me know if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]