

# Letter of Explanation for Billing Cycle Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my billing cycle for my account with [Company's Name] (Account Number: [Account Number]).

Due to [briefly explain your reason, e.g., changes in my financial circumstances, alignment with my pay schedule, etc.], I would like to request a change in my billing cycle from [current cycle, e.g., monthly on the 1st] to [desired cycle, e.g., bi-monthly on the 15th and 30th]. This adjustment would greatly assist me in managing my finances more effectively.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or documentation to facilitate this change.

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

Sincerely,

[Your Name]