

# Billing Period Alteration Request

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 request a change in my billing period for my account [Your Account Number]. Due to [reason for the alteration], I would like to modify my billing cycle from [current billing period] to [requested billing period].

I believe that this alteration will better suit my financial planning and allow for more timely payments. Please let me know if there are any forms or additional information needed to facilitate this change.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]