

Inquiry for Billing Cycle Options

Date: [Insert Date]

To: [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 inquire about the billing cycle options available for my account (Account Number: [Your Account Number]). I would like to explore the different billing cycle options you offer, including the flexibility in payment dates and any potential savings associated with them.

Additionally, if there are any upcoming changes to your billing policies or offerings, I would appreciate it if you could share that information with me as well.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]