Request to Switch Billing Cycle

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Department/Specific Name],

I am writing to request a change in my billing cycle for my account ([Your Account Number]). Currently, my billing cycle is set for [Current Billing Cycle]. I would like to switch it to [Desired Billing Cycle] for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I believe this change will better suit my financial planning. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]