

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Revision of Credit Card Billing Cycle

Dear [Customer Service Manager/Specific Contact Name],

I am writing to formally request a revision of the billing cycle associated with my credit card account numbered [Your Credit Card Number]. I have been a loyal customer since [Year] and have always maintained my account in good standing.

Due to [briefly explain reason, e.g., changing payment schedule, preferences], I would like to change my billing cycle from [Current Cycle Date] to [Requested Cycle Date]. This adjustment will greatly assist me in managing my finances more effectively.

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information regarding my account, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]