

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting the billing cycle for my credit card account, which is under the name [Your Name] with the account number ending in [Last Four Digits of Card Number].

Due to [brief explanation of reason, e.g., changes in my income schedule or budgeting needs], I would greatly appreciate it if you could assist me in changing my billing cycle to better align with my financial planning.

Thank you for considering my request. I look forward to your prompt response. Please let me know if you need any further information or documentation from my side.

Sincerely,

[Your Name]