

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Name] Customer Service,

I am writing to request a change to the billing cycle of my credit card account ([Your Account Number]). Currently, my billing cycle is set to [Current Billing Cycle], and I would like to request that it be changed to [Requested Billing Cycle].

The reason for this request is [Your Reason, e.g., to align with my paycheck schedule, to better manage my finances, etc.]. I believe that this change will help me make timely payments and maintain a healthy credit balance.

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]