

Letter of Submission for Credit Card Payment Due Date Relocation

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

[Credit Card Issuer's Name]
[Customer Service Address]
[City, State, Zip Code]

Subject: Request for Relocation of Payment Due Date

Dear [Customer Service Manager],

I hope this message finds you well. I am writing to formally request a relocation of my credit card payment due date. My account number is [Your Account Number].

Due to [brief explanation of the reason, e.g., changes in my financial situation, alignment with my payroll schedule, etc.], I would like to request that my payment due date be changed to [Proposed New Due Date]. This adjustment would greatly assist me in managing my payments more effectively.

I appreciate your consideration of my request and look forward to your positive response. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]