

# Account Holder Name

Address Line 1

Address Line 2

City, State, ZIP Code

Date: [Insert Date]

Customer Service Department

Credit Card Company Name

Company Address Line 1

Company Address Line 2

City, State, ZIP Code

## **Subject: Request for Billing Statement Preference Adjustment**

Dear Customer Service,

I am writing to request an adjustment to my billing statement preferences for my credit card account (Account Number: [Insert Account Number]).

Currently, I receive my billing statements via [current preference: e.g., email, postal mail]. I would like to change this to [new preference: e.g., email, postal mail] for the following reasons:

- [Reason 1]
- [Reason 2]

Please let me know if you need any further information to process this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]