

Letter of Appeal for Billing Cycle Alteration

Date: [Insert Date]

To,

[Billing Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Billing Manager's Name],

I hope this message finds you well. I am writing to formally request a review and alteration of my current billing cycle associated with my account, [Your Account Number].

Due to [briefly explain your reason, e.g., changes in financial circumstances, aligning with payday, etc.], I believe that a change in my billing cycle would greatly assist me in managing my payments more effectively.

I kindly ask you to consider adjusting my billing cycle to [proposed new billing cycle, e.g., the first of the month, mid-month]. I have always been a diligent customer and I hope this change can be accommodated to better fit my financial planning.

Thank you for considering my request. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]