

# Request to Modify Utility Billing Cycle

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I hope this message finds you well. I am writing to formally request a modification to my utility billing cycle for account number [Your Account Number]. Due to [briefly explain reason, e.g., changes in income, payment timing issues], I believe adjusting my billing date would greatly assist in timely payments.

I kindly ask for your consideration in shifting my billing cycle from [Current Billing Cycle, e.g., the 15th of each month] to [Proposed Billing Cycle, e.g., the end of the month]. This change would help ensure that I am able to manage my payments effectively.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]