

# Billing Method Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment to my current billing method associated with my account, [Your Account Number].

Currently, my billing method is [Current Billing Method]. However, I would like to change it to [New Billing Method]. The reason for this adjustment is [State Reason].

Please let me know if any additional information or documentation is required to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]