

Letter of Request for Revised Billing Arrangement

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

[Date]

[Billing Department/Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a revision of my current billing arrangement with [Company Name]. Due to [brief reason for the request, e.g., financial constraints, changes in circumstances], I am seeking a more manageable payment structure.

Currently, my account number is [Your Account Number]. I propose [briefly outline your suggested revised arrangement, e.g., payment plan, reduced rate, etc.], which I believe would allow me to continue my service while fulfilling my financial obligations.

I appreciate your understanding and consideration of my situation. Please let me know if you require any additional information or if a meeting can be arranged to discuss this matter further.

Thank you for your prompt attention to this request. I look forward to your positive response.

Sincerely,
[Your Name]