

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Utility Company Name
Utility Company Address
City, State, Zip Code

Dear [Utility Company Name],

I am writing to formally request a change to the billing dates for my utility services under account number [Your Account Number]. Due to [briefly explain your reason, e.g., financial circumstances, pay schedule], I would greatly appreciate it if my billing cycle could be adjusted from [current billing date] to [desired billing date].

This change would greatly assist me in managing my financial commitments more effectively. I understand the importance of timely payments and assure you that I will remain committed to ensuring that my payments are made promptly.

Thank you for considering my request. I look forward to your positive response. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]