

# Utility Billing Cycle Adjustment Inquiry

[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 Customer Service/Specific Person's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting my utility billing cycle. My account number is [Your Account Number].

Due to [briefly explain your reason, e.g., financial considerations, budgeting needs], I would greatly appreciate it if you could provide me with more information regarding the options available for changing my billing cycle.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]