

Request for Adjustment in Utility Billing Period

[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 Representative's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my utility billing period for my account number [Your Account Number]. I have been a customer since [Start Date] and appreciate the service provided by your company.

Due to [briefly explain your reason, e.g., "a recent change in my financial circumstances" or "the need to align my billing dates with my pay schedule"], I would kindly ask for a modification in my billing cycle.

I believe that a change in my billing period would help me better manage my payments and maintain my account in good standing. I am proposing that my billing cycle be adjusted to [suggest your preferred billing cycle changes, e.g., "start on the 1st of each month rather than the 15th"].

Thank you for considering my request. I would greatly appreciate your understanding and assistance in making this adjustment. Please let me know if you require any further information or documentation from my side.

Sincerely,

[Your Name]