

# Request for Utility Billing Date Modification

[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/ Customer Service],

I hope this message finds you well. I am writing to formally request a modification to the billing date for my utility account, with the account number [Your Account Number].

Currently, my billing date falls on [Current Billing Date], which creates some financial strain due to [briefly explain reason, e.g., aligning with salary payments]. I would greatly appreciate it if my billing date could be adjusted to [Proposed New Billing Date] instead.

I believe this change will allow me to manage payments more effectively and maintain a good standing with your company. I appreciate your consideration of this request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]