

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

[Date]

[Lender Name]
[Loan Department Address]
[City, State, Zip Code]

RE: Loan Billing Cycle Recalculation Request
Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request a recalculation and adjustment of my current billing cycle for the above-referenced consumer loan.

Currently, my monthly payment is due on the [Current Due Date] of each month. Due to a change in my payroll schedule, I am requesting that my billing cycle be adjusted so that my new monthly payment due date falls on the [Requested Due Date] of each month.

I understand that this adjustment may result in a one-time proration of interest or a slightly altered billing period during the transition. Please let me know if there are any specific forms I need to sign or if there are administrative fees associated with this change.

Please confirm in writing once this update has been processed and inform me of the date when the new billing cycle will take effect.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]