

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

[Date]

[Lender/Service Name]
[Lender Address]
[City, State, Zip Code]

RE: Mortgage Account Billing Cycle Adjustment Request

Account Number: [Your Loan Account Number]

To Whom It May Concern,

I am writing to formally request a change to the billing cycle and monthly payment due date for my mortgage account mentioned above.

Currently, my monthly payment is due on the [Current Due Date, e.g., 1st] of each month. I would like to request that my payment due date be moved to the [Requested Due Date, e.g., 15th] of each month, beginning in the next available billing cycle.

This adjustment will better align with my monthly income schedule and ensure timely payments. I understand that a one-time interest adjustment or pro-rated payment may be required to facilitate this transition. Please let me know the specific amount of any such adjustment and when the new due date will take effect.

Please confirm in writing once this change has been processed. If there are specific forms required to complete this request, please send them to my address or email listed above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]