

# Invoice Frequency Alteration Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an alteration to the frequency of our telecom invoice processing. Currently, we receive our invoices on a [current frequency, e.g., monthly, quarterly] basis.

We would like to change the invoice frequency to [desired frequency, e.g., bi-weekly, semi-annual] due to [brief reason for the change, e.g., budget planning, improved cash flow management]. We believe this adjustment will help streamline our financial processes.

Please let us know the necessary steps to implement this change and if any additional information is required from our side. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]