

Proposal for Updated Billing Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to propose an updated billing schedule that we believe will better align with our mutual objectives and improve our ongoing partnership. After reviewing our current billing practices, we suggest transitioning to a [insert proposed schedule, e.g., monthly, quarterly, etc.] schedule that will provide enhanced clarity and ease of management for all parties involved.

Here are the key details of our proposed billing schedule:

- **Billing Frequency:** [Insert Frequency]
- **Payment Terms:** [Insert Payment Terms]
- **Invoicing Dates:** [Insert Invoicing Dates]
- **Contact for Queries:** [Insert Contact Information]

We believe that this updated schedule will not only streamline our invoicing process but also assist in managing cash flow more effectively. We are open to discussing this proposal in further detail and welcome any input you may have.

Thank you for considering this proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]