

# Vendor Billing Cycle Revision Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We hope this message finds you well. We are writing to discuss a revision to our current billing cycle.

As part of our ongoing efforts to streamline our invoicing process, we would like to propose a change from our current billing cycle of [current cycle, e.g., "monthly"] to [proposed cycle, e.g., "bi-weekly"]. This change is intended to improve cash flow and ensure timely payments.

We believe this adjustment will benefit both parties and allow for a more efficient billing process. Please review this proposal and let us know your thoughts.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]