

# Quarterly Billing Frequency Adjustment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your billing frequency that will take effect starting [Insert Effective Date]. After careful consideration, we have decided to modify your billing cycle from a [Current Frequency] to a quarterly billing frequency.

This change is aimed at providing you with more manageable payment intervals and simplifying your financial planning. The new billing schedule will occur on [Insert New Billing Dates], and you will receive your invoices accordingly.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your understanding and continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]