## **Quarterly Billing Frequency Adjustment**

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.	Date: [Insert Date]
[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]	To: [Recipient Name]
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]	[Recipient Address]
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]	[City, State, Zip Code]
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]	Dear [Recipient Name],
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]	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
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]	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.
Sincerely,  [Your Name]  [Your Position]  [Your Company]	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.
[Your Name] [Your Position] [Your Company]	Thank you for your attention to this matter.
[Your Position] [Your Company]	Sincerely,
[Your Company]	[Your Name]
	[Your Position]
[Company Contact Information]	[Your Company]
	[Company Contact Information]