

Notice of Multi-Unit Billing Policy

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to clarify our multi-unit billing policy and provide you with the necessary details regarding your account.

As per our policy, we will be billing all applicable units under your account on a consolidated basis. This means that all charges will be itemized and included in a single statement for your convenience. Please note the following points:

- Each unit will be charged according to the specific rates agreed upon in your contract.
- Billing cycles will remain the same for all units, ensuring you receive timely invoices.
- Any adjustments or credits will be reflected promptly in future billing statements.

If you have any questions or require further clarification regarding our billing procedures or specific charges, please do not hesitate to reach out to our billing department at [Billing Department Contact Information].

Thank you for your attention to this matter. We value your partnership and are committed to providing you with the best service possible.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]