

Individualized Billing Arrangement

Date: _____

Client Name: _____

Client Address: _____

Dear [Client Name],

We hope this message finds you well. We are writing to discuss your account management and propose an individualized billing arrangement that suits your current needs.

Proposed Billing Arrangement

After reviewing your account, we suggest the following billing structure:

- **Payment Frequency:** Monthly/Bi-monthly/Quarterly
- **Amount Due:** \$_____
- **Due Date:** On or before the ____ of each month
- **Payment Methods:** Check/Credit Card/Bank Transfer

Please let us know if this arrangement works for you or if there are any modifications you would like to discuss. We aim to provide you with the best possible service and support your financial planning.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]