

Credit Card Staggered Billing Arrangement

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a staggered billing arrangement for our recent business purchases made via credit card.

As we continue to grow and manage our finances efficiently, we believe that a staggered payment schedule will allow us to maintain cash flow while fulfilling our obligations. We propose the following arrangement:

- Total Amount: [Insert Total Amount]
- Staggered Payment Schedule: [Insert Proposed Payment Dates and Amounts]

We appreciate your understanding and flexibility regarding this matter. Please let us know if you require any additional information or documentation to facilitate this arrangement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]