

# Proposal for Quarterly Billing Practices

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to propose a new approach to our billing practices, specifically transitioning to a quarterly billing cycle. This change aims to enhance our financial management efficiency while providing clarity and predictability in our invoicing process.

## Reasons for the Proposal

- Improved cash flow management
- Reduced administrative overhead
- Increased transparency in financial operations

## Proposed Billing Schedule

Under this new proposal, the quarterly billing will occur at the end of each quarter as follows:

- Q1: January - March
- Q2: April - June
- Q3: July - September
- Q4: October - December

## Next Steps

We would appreciate the opportunity to discuss this proposal further and address any questions you may have. Please feel free to contact us at your convenience.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]