

Quarterly Invoice Frequency Adjustment Letter

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the frequency of our invoicing for the services we provide. Starting [Effective Date], we would like to change our billing cycle from [Current Frequency] to a quarterly frequency.

This adjustment aims to streamline our accounting processes and provide you with a more consolidated view of your financials. As a result, you will receive invoices every three months, covering the prior three months of services rendered.

We believe that this change will make it easier for you to manage your accounts, and we are committed to delivering the same levels of service and support during this transition.

If you have any questions or concerns about this change, please do not hesitate to reach out to us at [Your Contact Information]. We appreciate your understanding and look forward to continuing our partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]