

Quarterly Invoicing Cycle Authorization Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Request for Authorization of Quarterly Invoicing Cycle

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing partnership, I am writing to request your formal authorization for the implementation of a quarterly invoicing cycle for our upcoming billing periods.

The quarterly invoicing cycle will streamline our billing processes, improve cash flow management, and maintain clarity in our financial transactions. Below are the key details:

- **Invoicing Period:** [Specify Period]
- **First Invoice Date:** [Insert Date]
- **Payment Terms:** [Specify Terms]

We believe this approach will be beneficial for both parties, and we aim to ensure a smooth transition to this invoicing cycle. Please let me know if you have any questions or require further information.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]