

Quarterly Invoicing Cycle Modification Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our quarterly invoicing cycle.

Currently, our invoices are generated on a [current invoicing date] schedule. After careful consideration and review of our financial processes, we would like to propose changing the invoicing cycle to [proposed invoicing date]. We believe that this adjustment will enhance our operational efficiency and improve our cash flow management.

We appreciate your attention to this matter and would be happy to discuss this request further. Please let us know if you require any additional information or if there is a specific process we should follow for this modification.

Thank you for your understanding and support. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]