

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the establishment of a quarterly invoicing schedule for our ongoing services. This adjustment will help streamline our accounting processes and enhance our planning capabilities.

We believe that a quarterly schedule will benefit both parties by providing clarity and reducing the frequency of invoicing. Specifically, we propose to issue invoices at the end of each quarter, covering all relevant services rendered during that period.

Should you have any concerns or suggestions regarding this request, please do not hesitate to reach out. We are keen to ensure this arrangement works for everyone involved.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]