

# Request for Quarterly Billing Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the establishment of a quarterly billing setup for my account.

Due to [reason for requesting quarterly billing--e.g., "my preference for managing finances more effectively"], I believe that transitioning to a quarterly billing cycle would be beneficial.

Could you please provide information on how to proceed with this request and if there are any necessary forms or documentation that I need to complete?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]