

Letter Template for Custom Billing Requirements

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our custom billing requirements for our ongoing projects. As we progress, we need to ensure that our invoicing process aligns with both our needs and your systems.

Specifically, we would like to address the following:

- Billing frequency: [Specify frequency, e.g., weekly, monthly]
- Preferred payment method: [Specify method, e.g., credit card, wire transfer]
- Any additional required documentation: [List documents, if any]
- Custom invoice details: [Specify any customized details needed on invoice]

We believe that by addressing these requirements, we can streamline our billing process and avoid any potential discrepancies. Please let us know your availability for a brief discussion to finalize these details.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]