

Letter of Arrangement for Repeat Invoice Issuance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal arrangement regarding the issuance of repeat invoices for the services provided by [Your Company Name].

As agreed upon, we will be issuing the following repeat invoices on a [weekly/monthly/quarterly] basis:

- Invoice Number: [Insert Invoice Number]
- Service Description: [Insert Description]
- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

Please review the details above and confirm that they align with your records. If there are any discrepancies or changes needed, do not hesitate to reach out to us at your earliest convenience.

Thank you for your attention to this matter. We look forward to continuing our business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]