

# Notice for Setting Up Periodic Invoices

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the establishment of periodic invoices for the services we provide to you. This change is aimed at ensuring a more streamlined billing process and to maintain clarity in our transactions.

Starting from [Start Date], you will receive invoices on a [monthly/quarterly] basis. Each invoice will include a detailed breakdown of the services rendered and their corresponding charges. The due date for payment will be [Insert Due Date].

If you have any questions or require further assistance regarding this change, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]