

Request for Recurring Invoice Arrangement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a recurring invoice arrangement for the services/products we have been receiving from your organization.

In order to streamline our payment process and ensure timely payments, I would appreciate it if we could set up a system where invoices are generated and sent to us on a [weekly/monthly/quarterly] basis.

If possible, we would like the invoices to be sent via email to [preferred email address], with the following details included: [specific details required on the invoices].

Thank you for considering our request. I look forward to your prompt response and hope to work together to achieve this arrangement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]