

# Letter of Amendments to Billing Protocols

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose some amendments to our current billing protocols that we believe will enhance efficiency and clarity in our invoicing processes.

The proposed amendments include:

- Adjustment of billing cycle frequency from monthly to bi-monthly.
- Implementation of a new electronic invoicing system to streamline payments.
- Clarification of itemized charges for greater transparency.

We believe that these changes will not only expedite our billing process but also improve our overall collaboration. We would appreciate your feedback on these proposed amendments by [specific date].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]