

# Collective Invoicing Arrangement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We hereby propose a collective invoicing arrangement between [Your Company Name] and [Recipient's Company Name]. This arrangement aims to streamline our invoicing process, enhance efficiency, and improve payment timelines.

Under this arrangement, invoices for the services provided will be consolidated into monthly billing cycles, allowing for easier financial management and reduced administrative workload for both parties.

Please find the terms and conditions of this arrangement attached for your review. We believe this collaboration will be mutually beneficial and are open to discussing any adjustments necessary to meet your requirements.

Thank you for considering this proposal. We look forward to your positive response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]