

Consolidated Invoicing Proposal

Date: [Insert Date]

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

We hope this letter finds you well. We are writing to propose a consolidated invoicing process that aims to streamline our billing procedures and enhance payment efficiency.

Currently, our invoicing system may result in multiple invoices for various services/products rendered. To simplify this for both parties, we propose the following:

- One consolidated invoice per billing cycle.
- Clear breakdown of services/products included in the invoice.
- Due date and payment instructions specified clearly.

We believe this approach will not only save time but also reduce the administrative burden on both sides.

We would appreciate your feedback or any additional suggestions you may have regarding this proposal. Thank you for considering this option.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]