

# Monthly Invoicing Arrangement

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We would like to formalize the arrangement for our monthly invoicing process effective [Insert Start Date].

As discussed, we will provide you with an invoice on the first of each month detailing the services rendered during the previous month. Payment is due within [Insert Payment Terms, e.g., 30 days] of receipt of the invoice.

Please feel free to reach out if you have any questions or require further clarification regarding the invoicing details.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]