

Letter of Inquiry Regarding Future Invoice Frequency

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the frequency of invoices we can expect regarding our ongoing services. As we plan our budget for the upcoming months, it would be beneficial for us to have a clear understanding of your billing schedule.

Specifically, we would like to know:

- Will the invoices be issued monthly, quarterly, or on another schedule?
- Are there any changes anticipated in the billing frequency moving forward?
- How will we be notified of any changes to our invoice schedule?

Your guidance on this matter would be greatly appreciated. Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company's Name]
[Your Phone Number]
[Your Email Address]