

Notice for Biannual Invoice Planning

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notice regarding our upcoming biannual invoice planning process, which is scheduled for [Insert Date]. During this period, we will be reviewing and finalizing our invoices for the past six months.

We kindly ask you to prepare any necessary documents and information needed for this process. Please ensure that all invoices and relevant records are submitted by [Insert Deadline]. This will facilitate a smooth and efficient planning session.

If you have any questions or require further clarification regarding this notice, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]