[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: REFUSAL OF QUARTERLY BILLING REQUEST**

Dear [CONTACT NAME],

We have received your request to be billed quarterly rather than monthly but the purpose of this letter is to inform you that this will not be possible.  
  
We would like to accommodate you in any way possible. Your request, however, would result in your receiving preferential treatment for your account and would be unfair to all of our customers who must settle their accounts within [NUMBER] days.These terms would be very detrimental to our business.  
  
I hope you can understand our position in this matter. We would welcome your account on our regular open account basis and hope that we will have the opportunity to provide you with our fine line of products as well as service.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]