[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE:** **REFUSAL OF QUARTERLY BILLING REQUEST**

Dear [CLIENT NAME],

The purpose of this letter is to inform you that although we have received you request to be billed quarterly, we cannot oblige.

We are eager to accommodate you as a new customer of [COMPANY] in any way we can but this would result in unfair treatment of existing customers who must settle their accounts within [NUMBER] days.

We still hope to welcome your account on a regular term basis and we hope you understand where we are coming from.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]