

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Denial of Request for Quarterly Billing

Dear :

We are unable to grant your request for quarterly billing. The arrangement of this agreement holds firm and cannot be altered. Therefore, we will expect your payment according to the original schedule.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E