

# Collaborative Payment Procedure Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about important updates to our collaborative payment procedure.

Effective [Effective Date], the following changes will be implemented:

- All payments will now be processed through [New Payment Platform].
- Invoices should be submitted via [Submission Method] by [Submission Deadline].
- Payment approvals will be required from [Approval Authorities].

We believe these changes will streamline our process and enhance collaboration. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]