

Intercompany Transaction Policy Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update to Intercompany Transaction Policy

Dear [Recipient Name],

We are writing to inform you of an important update to our Intercompany Transaction Policy. This update aims to enhance our internal processes and ensure compliance with the evolving regulatory landscape.

The key changes are as follows:

- Revision of pricing methods for intercompany transactions to ensure arm's length considerations.
- Introduction of a new approval process for intercompany agreements.
- Clarification of documentation requirements for intercompany transactions.

These changes will take effect on [Effective Date]. Please take some time to review the updated policy document attached to this email.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]