

Dear [Collaborator's Name],

I hope this message finds you well.

I am writing to inquire about the payment timelines related to our recent collaboration on [Project/Contract Name]. As we aim to maintain a smooth workflow, it would be helpful to have clarity on the expected payment schedule for our records and planning.

If you could provide the relevant details regarding the payment process and any specific dates or terms we should be aware of, I would greatly appreciate it.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]