

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Commission Payment Authorization

I hope this message finds you well.

I am writing to formally authorize the payment of commissions for  
[mention the specific service or contract] as outlined in our agreement  
dated [insert date of the agreement].

The total commission amount due is [insert amount], which is to be paid  
by [insert due date]. Please ensure that all necessary documentation is  
attached for processing this payment.

Should you require any further information or clarification regarding  
this authorization, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]