

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

Dear [Recipient Name],

Subject: Commission Payment

I hope this message finds you well.

This letter serves to confirm the commission payment for [specific period or project] as per our agreement dated [insert date]. The total commission due is [insert amount].

Please find the details of the commission calculation below:

- Total Sales: [insert amount]
- Commission Rate: [insert percentage]
- Total Commission Earned: [insert amount]

We appreciate your hard work and dedication to ensuring the success of our partnership. The payment will be processed and sent to the account details you have provided on or before [insert due date].

Should you have any questions or require further clarification, feel free to contact me.

Thank you for your continued collaboration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company]