

[Your Company Letterhead]

[Date]

[Agent's Name]

[Agent's Address]

[City, State, Zip Code]

Dear [Agent's Name],

Subject: Commission Payment Notification

We are pleased to inform you that your commission payment for the period of [start date] to [end date] has been processed. Below are the details of your commission:

- Total Sales Amount: \$[amount]
- Commission Rate: [percentage]%
- Total Commission Earned: \$[commission amount]
- Payment Method: [e.g., bank transfer, check]
- Payment Date: [date]

Please ensure that your payment details are up to date in our records to avoid any delays in future transactions.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Website]