

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

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Commission Payment Request

I hope this message finds you well. I am writing to formally request the payment of my commission for [specify the period or project]. According to our agreement dated [insert date of agreement], I am entitled to a commission of [specify percentage or amount] based on [explain basis for commission, e.g., sales, performance metrics].

The details of the commission are as follows:

- ****Total Sales Amount:**** [insert amount]
- ****Commission Rate:**** [insert percentage]
- ****Total Commission Due:**** [insert calculated amount]

I have attached all relevant documents, including [mention any attached documents such as invoices, reports, or contracts], to support this request.

I kindly ask that the payment be processed by [insert desired payment date, if applicable]. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]