

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request my commission payment for [specify the period or services related to the commission]. According to our agreement, I am entitled to [mention specific terms of the commission agreement, e.g., "% of sales, project completion, etc."].

As of today, the amount due is [specify the amount]. I have attached all relevant documentation related to the performance and sales that generated this commission for your reference.

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any additional information or documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]