

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Commission Payout Notification

We are pleased to inform you that your commission payout for the period of [Start Date] to [End Date] has been calculated. Below are the details of your commission:

****Total Sales Made:**** \$[Total Sales Amount]

****Commission Rate:**** [Commission Rate]%

****Commission Earned:**** \$[Commission Earned Amount]

Your commission will be processed and included in your upcoming payment scheduled for [Payment Date]. Please ensure that your payment information is current to avoid any delays.

If you have any questions regarding this payout or your commission structure, please feel free to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Contact Information]