

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the payment details pertaining to the commission [specify the commission, e.g., for the month of October 2023].

Please provide the following information:

1. Total commission amount
2. Payment method (e.g., bank transfer, check)
3. Payment due date
4. Any additional documentation required for processing

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title, if applicable]

[Your Company Name, if applicable]