

[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],

I hope this message finds you well.

I am writing to acknowledge the receipt of the commission payment in the amount of [specify amount] for [specific services or sale details]. The payment was received on [date received].

Thank you for your prompt processing of this payment. I appreciate our continued collaboration and look forward to future opportunities together.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]