

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Letter of Agreement for Commission Payment

Dear [Recipient's Name],

This letter serves as an agreement between [Your Company Name] ("Company") and [Recipient's Name] ("Agent") regarding the commission payment structure for the services rendered by the Agent.

1. ****Scope of Work****: The Agent agrees to promote and sell the Company's products/services as detailed in [specific document, proposal, or mention of previous discussions].

2. ****Commission Rate****: The Agent will receive a commission of [percentage]% on the net sales generated from leads provided by the Agent.

3. ****Payment Terms****: Commission payments will be made [monthly/quarterly] within [number of days] days following the end of each payment period.

4. ****Duration****: This agreement will commence on [start date] and will continue until [end date or "terminated by either party with a written notice of [number of days] days"].

5. ****Confidentiality****: Both parties agree to maintain confidentiality regarding sales data, client information, and any proprietary information.

6. ****Governing Law****: This agreement will be governed by the laws of [State/Country].

Please sign below to confirm your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Recipient's Name]

Date: _____

[Your Name]

Date: _____