

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Payment of Commission

I hope this letter finds you well. I am writing to formally request the payment of commission owed to me as per our agreement dated [date of agreement].

As agreed, the commission amount summarizes as follows:

- Description of services/products: [Brief description]
- Total commission amount: [Amount]
- Due date for payment: [Due date]

I kindly ask that the payment be processed by [specified date or timeframe] to ensure the continuity of our partnership. Attached, you will find the relevant documents for your reference and processing.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]