

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Notification - Commission Structure

We are pleased to inform you that your commission payment for the period of [start date] to [end date] has been processed. Below are the details of your commission structure and the corresponding payment:

****Commission Structure Details:****

- Total Sales Generated: \$[Total Sales Amount]
- Commission Rate: [Commission Rate]%
- Total Commission Earned: \$[Total Commission Amount]

****Payment Information:****

- Payment Date: [Payment Date]
- Payment Method: [e.g., direct deposit, check]
- Payment Reference Number: [Reference Number]

Please ensure that your payment information is up to date to avoid any delays. If you have any questions regarding this notification or the commission structure, do not hesitate to contact [Contact Person] at [Contact Phone Number] or [Email Address].

Thank you for your continued efforts and contributions to our success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]

[Your Company Website]