

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Payment of Commission

We are pleased to inform you that your commission payment for [specific period or project] has been processed.

Details of the commission are as follows:

- Commission Amount: \$[amount]
- Payment Date: [date]
- Payment Method: [e.g., bank transfer, check, etc.]

We appreciate your hard work and dedication, and we look forward to continuing our successful partnership.

If you have any questions regarding this payment, please do not hesitate to contact us at [your contact information].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]