

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Payment Commission Agreement

I hope this message finds you well. I am writing to outline the terms of the commission payment for [specific services or products] rendered during the period of [start date] to [end date].

As per our agreement, the commission will be calculated based on [specific percentage or flat rate] of the total sales generated. The total sales amount during this period is [insert amount], which results in a commission of [insert calculated commission].

Please find below the details of the commission payment:

- Total Sales: [insert total sales amount]
- Commission Rate: [insert commission rate]
- Total Commission Due: [insert total commission amount]
- Payment Due Date: [insert payment due date]

I kindly request that you process this payment by the due date mentioned above. If you have any questions or require further clarification regarding this commission, please do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,

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