

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Commission Payment Notification

We are pleased to inform you that your commission payment for the period of [Start Date] to [End Date] has been calculated and is due for payment.

****Commission Details:****

- Total Sales Amount: \$[Amount]

- Commission Rate: [Percentage]%

- Total Commission Earned: \$[Commission Amount]

We would like to thank you for your hard work and dedication. Your payment of \$[Total Commission Amount] will be processed on [Payment Date] and will be deposited to your account [or mailed to your address].

If you have any questions regarding your commission or the payment process, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]