

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Subject: Request for Payment of Commission

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the payment of commission due to me for [briefly describe the services or sales that earned the commission, including relevant dates and any pertinent contract/reference numbers]. According to our agreement dated [insert date of agreement], I am entitled to receive a commission of [insert percentage or amount] based on [specific conditions related to the commission]. As of today, I have not received the payment for the period of [insert relevant time frame]. The total amount due is [insert total amount]. I would appreciate it if this payment could be processed at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]