

[Your Name]
[Your Position]
[Your Company]
[Your 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: FX Commission Structure

I hope this message finds you well. I am writing to outline the commission structure for our foreign exchange (FX) services, which will be effective from [Effective Date]. This structure is designed to incentivize performance while ensuring competitive rates for our clients.

****Commission Structure Overview****

1. ****Base Commission Rate****: [Percentage]% of the total trade volume.
2. ****Performance Bonus****: Additional [Percentage]% for exceeding [Volume/Target] in monthly trades.
3. ****Tiered Rates****:
 - ****Tier 1****: [Volume Range] - [Commission Rate]%
 - ****Tier 2****: [Volume Range] - [Commission Rate]%
 - ****Tier 3****: [Volume Range] - [Commission Rate]%

****Payment Terms****:

Commission payments will be processed on a [Weekly/Bi-weekly/Monthly] basis and will include a detailed statement of all transactions.

****Incentives for Client Referrals****:

A bonus of [Referral Bonus]% will be provided for each new client referred who completes their first trade.

Please feel free to reach out if you have any questions or require further clarification regarding this commission structure. We value your partnership and look forward to achieving great success together.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company]