

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: FX Commission Payment Terms

We appreciate your partnership and would like to outline our agreement regarding the payment terms for foreign exchange (FX) commissions.

1. ****Commission Rate****: The agreed commission rate will be [specify percentage or amount] on all FX transactions processed.

2. ****Payment Schedule****: Commissions will be calculated on a monthly basis and will be payable by the [specify date, e.g., 15th of the following month].

3. ****Method of Payment****: Payments will be made via [specify method, e.g., bank transfer, cheque] to the account details provided by you.

4. ****Invoicing****: A detailed invoice should be submitted by [specify date] for the commissions earned in the previous month.

5. ****Dispute Resolution****: Any discrepancies or disputes regarding the commission calculations must be raised within [specify number] days of receipt of the payment.

We look forward to your confirmation of these terms and continuing our successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]