

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Appeal for Sales Commission Adjustment**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the recent adjustment to my sales commission for [specific period or reason for adjustment]. After reviewing the details, I believe that there may have been an oversight.

During the [period of interest], I successfully [mention key achievements or sales]. According to our initial agreement and the performance metrics outlined, my commission should reflect these accomplishments. However, I noticed that the current calculations do not align.

I would appreciate the opportunity to discuss this matter further and review the relevant documents that led to the adjustment. I am confident that we can resolve this matter amicably.

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

Sincerely,

[Your Name]

[Your Job Title]