

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a revision of my sales commission structure, effective [specific date if applicable]. Over the past [duration], I have consistently exceeded my sales targets and believe that an adjustment in my commission rate would more accurately reflect my contributions to the company.

Specifically, I propose [details of the proposed revision], which I believe aligns with industry standards and matches my performance. I have documented evidence of my sales achievements, which I am happy to present during a meeting.

Thank you for considering my request. I look forward to discussing this matter with you at your earliest convenience.

Best regards,
[Your Name]