

Non-Employee Compensation Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Recipient Name: [Recipient Name]

Recipient Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of the non-employee compensation you received from [Your Company Name] during the year [Year].

The total amount of compensation for your services is as follows:

- Amount: \$[Insert Amount]
- Type of Service: [Insert Type of Service]
- Date of Service: [Insert Date]

This amount may be reported to the Internal Revenue Service (IRS) on Form 1099, which you will receive by [Insert Date for 1099 issuance]. Please keep this letter for your records.

If you have any questions or require further information, feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your valuable contributions to our company.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]