

# Commission Incentive Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Referral Partner's Name],

We are pleased to inform you about the commission incentives available through our referral agreement. This program is designed to reward you for introducing new clients to our services.

## Commission Structure

For every successful referral that results in a completed service agreement, you will earn a commission of [Insert Percentage]% of the total sale.

## Eligibility Criteria

To qualify for the commission, the referred client must not have been a customer of ours in the past [Insert Time Frame]. Additionally, the referral must be submitted through our official referral form.

## Payment Terms

Commissions will be paid out within [Insert Time Frame] of receiving payment from the referred client. Payments will be made via [Insert Payment Method].

## Conclusion

Thank you for considering this opportunity. We look forward to building a successful partnership and appreciate your efforts in helping us grow our client base.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]