

# Sales Commission Agreement

Date: [Insert Date]

To: [Agent's Name]

[Agent's Address]

Dear [Agent's Name],

This letter serves as a formal agreement regarding the sales commission structure for the products/services represented by [Company Name].

## Commission Structure

As an agent, you will receive a commission of [Insert Percentage]% on all sales generated by you. Commissions will be calculated based on net sales revenue after applicable discounts and refunds.

## Payment Terms

Commissions will be paid out on a monthly basis, by the [Insert Day] of each month for sales made in the previous month.

## Duration of Agreement

This agreement will commence on [Insert Start Date] and will remain in effect until terminated by either party with a written notice of [Insert Notice Period].

## Acceptance

If you agree to the terms outlined above, please sign below and return a copy of this letter.

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[Agent's Name]

Date: \_\_\_\_\_

Thank you for your partnership and dedication to promoting our products/services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]  
[Company Address]