

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of the commission contract dated [Contract Date] between [Your Name/Company Name] and [Recipient Name/Company Name]. In accordance with the terms outlined in the contract, this letter serves as the [number of days, e.g., 30-day] notice required for termination.

The last date of commission accrual will be [Last Date], and any pending commissions will be settled as per our agreed terms. I would like to take this opportunity to thank you for the partnership we have had and wish you all the best moving forward.

Please confirm the receipt of this termination notice in writing.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Company Name (if applicable)]