

Conclusion of Commission-Based Relationship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally conclude our commission-based relationship as agreed upon in our prior discussions.

Our collaboration has been mutually beneficial, and we appreciate the contributions you have made during our time together. However, after careful consideration, we have decided to move in a different direction.

Please be assured that any pending commissions will be settled by [Insert Date]. We are committed to fulfilling our obligations in a timely manner.

Thank you for your hard work and dedication. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]