

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Commission-Based Agreement Reconciliation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the reconciliation of our commission-based agreement as discussed in our previous meetings. Below are the key details regarding the commissions earned during [specify time period]:

- Total Sales: \$[Total Sales Amount]
- Commission Rate: [Commission Rate]%
- Total Commission Earned: \$[Total Commission Amount]

I kindly request that we review the commission statements to ensure accuracy and finalize any discrepancies. Please find attached the relevant documentation for your reference.

I look forward to your prompt response and appreciate your attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]