

# Commission Distribution Finalization

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Finalization of Commission Distribution

Dear [Recipient's Name],

We are pleased to inform you that the commission distribution for [specific period or project] has been finalized. The details are as follows:

- Total Sales: [Amount]
- Your Commission Percentage: [Percentage]
- Total Commission Earned: [Amount]

Please review the information above and confirm your acceptance of the final distribution. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]