

Commission Settlement Discussion

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the commission settlement for the period of [insert period]. As we move forward, it is essential to clarify the details regarding the sales made and the corresponding commissions to ensure transparency and mutual agreement.

In review of our records, the total sales attributed to my efforts amount to [insert total sales amount]. Based on our agreed commission rate of [insert commission rate], the total commission due is [insert total commission amount].

I would like to set up a meeting to go over these figures and address any queries you may have. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]