

Commission Terms Settlement

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the terms of the commission settlement regarding [specific project or agreement]. Below are the details:

Commission Details

- Commission Rate: [Insert Rate]
- Total Sales Amount: [Insert Amount]
- Total Commission Earned: [Insert Amount]
- Payment Due Date: [Insert Date]

Please review the above terms and let us know if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]