

# Settlement Letter for Commission Agreement

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Settlement of Commission Payment

We are writing to confirm the settlement of the commission payment as per our agreement dated [Insert Date of Agreement]. After reviewing the details of the commissions earned from [describe sales, projects, or relevant activities], we have agreed upon the following terms:

- Total Commission Earned: \$[Insert Amount]
- Deduction (if any): \$[Insert Amount]
- Net Amount Due: \$[Insert Amount]
- Payment Due Date: [Insert Due Date]

We appreciate your commitment and contribution to our efforts. Please acknowledge receipt of this letter and confirm your agreement to the terms outlined above.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]