

[Your Name]  
[Your Job Title]  
[Your Employee ID]  
[Date]

[Manager Name or HR Contact Name]  
[Company Name]  
[Company Address]

**Subject: Formal Request for Correction of Unpaid Bonus and Commission**

Dear [Name of Manager or HR Contact],

I am writing to formally bring to your attention a discrepancy regarding my compensation for the period of [Start Date] to [End Date].

According to my records and the terms of my employment agreement, I am owed the following outstanding amounts:

- **Unpaid Commission:** \$[Amount] for [Project/Sale/Client Name].
- **Unpaid Bonus:** \$[Amount] related to [Name of Bonus Program/Quarterly Performance].

Based on my calculations, the total gross amount currently overdue is \$[Total Amount]. I have attached the supporting documentation, including [mention sales reports, emails, or contract clauses], for your review.

I request that this error be corrected and the outstanding balance be paid by the next pay cycle on [Date]. Please let me know if you require any further information to resolve this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]  
[Your Printed Name]