

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Employer Name]
[Recipient Name/Title]
[Company Address]

RE: DEMAND FOR UNPAID SALES COMMISSIONS - NOTICE OF BREACH OF CONTRACT

Dear [Recipient Name],

This letter serves as a formal demand for the payment of outstanding sales commissions owed to me under the terms of my employment agreement dated [Date of Contract].

As per the commission structure outlined in my contract, I am entitled to receive commissions for the following sales/accounts:

- [Account Name/Invoice #] - [Date of Sale] - [Commission Amount Owed]
- [Account Name/Invoice #] - [Date of Sale] - [Commission Amount Owed]
- [Account Name/Invoice #] - [Date of Sale] - [Commission Amount Owed]

The total unpaid balance currently amounts to \$[Total Amount]. Under our agreement, these payments were due on or before [Due Date(s)]. To date, I have not received these funds.

Failure to remit these payments constitutes a material breach of our employment contract and a violation of state labor laws regarding the timely payment of earned wages and commissions.

Please consider this a formal demand that the total sum of \$[Total Amount] be paid in full within [Number, e.g., 10] business days of the date of this letter. Payment should be made via [Direct Deposit/Check].

I hope to resolve this matter amicably. However, if payment is not received by the deadline stated above, I will be forced to pursue further legal action, which may include filing a claim with the Department of Labor or initiating a civil lawsuit to recover the unpaid commissions, interest, and legal fees.

Sincerely,

[Your Signature]

[Your Printed Name]