

[Date]

[Recipient Name]
[Recipient Job Title]
[Department Name]

Subject: Collaboration on Sales Incentive and Compensation Design

Dear [Recipient Name],

I am writing to formally invite your participation in the design and review process for our upcoming Sales Incentive and Compensation Plan for the [Period/Year] fiscal cycle.

Our goal is to develop a structure that motivates the sales team, aligns with our current business objectives, and ensures financial sustainability. Given your expertise in [Recipient's Department/Area], your input is vital to creating a balanced and effective program.

We aim to collaborate on the following key areas:

- Defining performance metrics and Key Performance Indicators (KPIs).
- Establishing commission structures and payout thresholds.
- Aligning incentives with departmental budget constraints.
- Ensuring the plan remains competitive within our industry.

Our first working session is scheduled for [Date] at [Time] via [Meeting Platform/Location]. Attached to this letter, you will find a preliminary draft of the proposed changes for your initial review.

Please confirm your availability to participate in this project by [Deadline Date]. We look forward to your insights and to building a program that drives growth for the company.

Best regards,

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