

[Sender Name]  
[Sender Company]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company]  
[Client Address]  
[City, State, Zip Code]

**Re: Hybrid Commission and Flat Fee Proposal for [Project/Property Name]**

Dear [Client Name],

Thank you for the opportunity to present our services. Following our recent discussion regarding [Project Description], I am pleased to submit this hybrid compensation proposal. This structure is designed to balance guaranteed administrative coverage with performance-based incentives.

**1. Flat Fee Component**

A non-refundable flat fee of \$[Amount] will be charged for [Scope of Work/Initial Services]. This fee covers overhead, research, and initial project setup. This amount is payable as follows: [e.g., 50% upfront, 50% upon milestone].

**2. Commission Component**

In addition to the flat fee, a commission of [Percentage]% will be applied to the [Total Transaction Value/Gross Sales]. This commission is success-based and becomes payable only upon the successful completion of [Specific Trigger Event, e.g., Closing or Contract Signing].

**3. Summary of Terms**

- **Fixed Retainer:** \$[Amount]
- **Success Fee:** [Percentage]%
- **Projected Timeline:** [Estimated Duration]

This hybrid model ensures that our interests are fully aligned with yours while allowing us to dedicate the necessary resources to achieve the best possible outcome for [Client Company].

If these terms are acceptable, please sign below or contact me to discuss any adjustments. We look forward to working with you.

Sincerely,

[Sender Signature]

[Sender Printed Name]

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**Accepted By:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_