

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Letter of Agreement for Variable Commission Agent Services

Dear [Recipient Name],

This letter serves to formalize the agreement regarding the agent services to be provided by [Agent Name] for [Company Name], effective as of [Start Date].

1. Scope of Services: The Agent agrees to promote, market, and facilitate the sale of [Product/Service Name] to potential clients within the [Geographic Area/Industry] territory.

2. Variable Commission Structure: In consideration for the services provided, the Company shall pay the Agent a commission based on the total net sales generated. The commission rates are defined as follows:

- [Tier 1]: [Percentage]% commission for sales up to \$[Amount].
- [Tier 2]: [Percentage]% commission for sales between \$[Amount] and \$[Amount].
- [Tier 3]: [Percentage]% commission for sales exceeding \$[Amount].

3. Payment Terms: Commissions will be calculated at the end of each [Month/Quarter] and paid within [Number] days following the receipt of full payment from the customer.

4. Expenses: [Specify if the agent is responsible for their own expenses or if the company will reimburse specific costs].

5. Term and Termination: This agreement shall remain in effect until terminated by either party with [Number] days' written notice.

6. Confidentiality: The Agent agrees to keep all proprietary company information and client lists strictly confidential.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Sender Signature]
[Sender Printed Name]

Accepted and Agreed:

[Recipient Signature]
[Date]