

[Brokerage Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Recipient Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Outstanding Commission Balance

Dear [Recipient Name],

This letter serves as a formal reminder regarding the outstanding real estate commission owed to [Brokerage Name] for the professional services rendered in connection with the following property transaction:

- **Property Address:** [Property Address]
- **Closing Date:** [Closing Date]
- **Transaction Type:** [Sale/Lease]
- **Invoice Number:** [Invoice #]

According to our records, the total commission due is **\$(Amount)**. As of today's date, we have not yet received payment for this balance, which was due on [Due Date].

Please remit the full payment within [Number] days of receiving this letter. Payments can be made via [Check/Wire Transfer/Online Portal]. If you have already sent the payment, please disregard this notice.

If there is a discrepancy or if you have any questions regarding this invoice, please contact our accounting department immediately at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Brokerage Name]