

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Explanation of Commission Splitting Practices**

Dear [Recipient Name],

This letter serves to outline the commission splitting practices regarding the transaction for [Property Address or Project Name]. Our goal is to ensure full transparency regarding how professional fees are distributed between participating parties.

The total agreed-upon commission for this transaction is [Total Percentage or Amount]. This commission is typically shared between the listing/originating party and the cooperating/selling party as follows:

- **Listing/Lead Brokerage:** Receives [Percentage]% of the total commission for services including marketing, administration, and representation.
- **Cooperating/Buyer Brokerage:** Receives [Percentage]% of the total commission for bringing the qualified party and facilitating the closing process.

These splits are calculated based on the [Gross/Net] sales price and are disbursed directly upon the successful closing of the transaction. Please note that these figures are pre-determined by the listing agreement and the local [MLS/Industry] rules.

If you have any questions regarding these percentages or the disbursement process, please feel free to contact me directly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]