**NH Hotel Group Upselling-Program**

Dear << NAME FO teammember>>,

With this letter I inform you about the Upsell commission which have been overpaid during the months <<month>> year until << Month>> year.

The overpaid upsell commission is not compliance with the Policies and Procedures from NH Hotel Group and will be corrected in <<month>> on your salary.

The overpaid amount is  <<Fill in correct amount>>

Please follow the upsell Policies and Procedures from the NH Hotel Group to avoid any overpaid upsell and corrections on your salary in the future.

Kind Regards,

<<Name Hotel Director or FOM>>