

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Lump Sum Payment

I hope this letter finds you well. I am writing to propose a lump sum payment regarding [briefly describe the purpose, e.g., settlement, outstanding balance, etc.].

After reviewing the current terms and conditions, I believe that a one-time payment of [specify amount] would be mutually beneficial and would allow us to resolve this matter swiftly.

Here are the key points regarding my proposal:

- Total lump sum amount: [specify amount]
- Proposed payment date: [specify date]
- [Any additional terms or conditions if necessary]

I believe this arrangement can expedite the process and avoid further complications. Please let me know your thoughts on this proposal at your earliest convenience. I am open to discussing this matter further should you have any questions or need additional information.

Thank you for considering my offer. I look forward to your favorable response.

Warm regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]