

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

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

Dear [Recipient's Name],

Subject: Request for Lump Sum Payment

I hope this message finds you well. I am writing to formally request a lump sum payment of [specify amount] concerning [briefly describe the context or agreement related to the payment].

As per our agreement dated [mention date of agreement], the terms outlined specified that the payment would be made in this manner. [You may include any relevant details that support your request, such as completion of services, deadlines, or prior communications].

I kindly ask that you process this payment at your earliest convenience. Please let me know if there are any forms or additional information you require to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]