

[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 letter finds you well. I am writing to formally request a lump sum payment of [amount] that is due as per our agreement dated [date of agreement].

The details of the payment are as follows:

- Invoice Number: [Invoice Number]
- Due Date: [Due Date]
- Payment Reference: [Any relevant reference]

I would appreciate it if the payment could be processed at your earliest convenience. Please let me know if you require any additional information or documentation to facilitate this process.

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 Title/Position (if applicable)]