

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

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

Dear [Recipient Name],

Subject: Letter of Intent for Lump Sum Payment

I am writing to formally express my intent to initiate a lump sum payment for [specify the purpose, e.g., settlement, purchase, or agreement].

The lump sum payment will amount to [specify amount], and I propose that this payment be made by [insert proposed date]. This arrangement aims to [briefly describe the benefits or reasons for the lump sum payment].

I kindly request your confirmation of this arrangement and any necessary next steps to proceed.

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

Sincerely,

[Your Name]

[Your Title, if applicable]