

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a lump sum payment of [specific amount] related to [brief description of the purpose, e.g., completed project, contract agreement, etc.].

As per our agreement dated [date of agreement], the payment was scheduled to be made upon [specific conditions or milestones that have been met]. I have attached all relevant documentation to support my request.

I kindly ask that the payment be processed by [specific date], as this will greatly assist me in managing my current obligations.

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

Sincerely,

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