

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

[Recipient Name]
[Recipient's 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 [amount] in relation to [brief description of the purpose, e.g., settlement, unpaid wages, service completion, etc.].

As per our previous discussions/agreement dated [date of agreement], the payment is due on [due date]. I would appreciate your prompt attention to this matter.

Please let me know if there are any forms or further information you require to process this payment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]