

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

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Lump Sum Payment Agreement

Dear [Recipient's Name],

This letter confirms our agreement regarding the lump sum payment for
[describe the reason or purpose, e.g., settlement of a claim, payment for
services rendered, etc.].

1. ****Amount****: The total lump sum amount agreed upon is [amount in words]
([amount in numbers]).

2. ****Payment Date****: The payment will be made on or before [payment
date].

3. ****Payment Method****: The payment will be made via [method of payment,
e.g., bank transfer, check, etc.].

By signing below, both parties agree to the terms outlined in this
letter.

[Your Signature]

[Your Printed Name]

[Date]

[Recipient's Signature]

[Recipient's Printed Name]

[Date]

Please retain a copy of this letter for your records.

Best regards,

[Your Name]

[Your Title, if applicable]