

[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: Lump Sum Payment Confirmation

I am writing to confirm the receipt of a lump sum payment of [amount] made on [date of payment]. This payment was for [brief description of the purpose or agreement related to the payment].

Please find the details of the transaction below:

- Payment Amount: [amount]
- Date of Payment: [date]
- Transaction Reference Number: [reference number]
- Payment Method: [e.g., bank transfer, check, etc.]

This payment has been recorded and processed accordingly. If you have any additional questions or require further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]