

[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: Follow-Up on Lump Sum Payment

I hope this message finds you well. I am writing to follow up on the lump sum payment discussed on [date or date range of previous communication]. As per our agreement, the payment was to be processed by [expected payment date].

I wanted to confirm the status of this payment and inquire if there are any outstanding documents or issues that need to be addressed to facilitate its release.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]