

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

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

Dear [Recipient Name],

Subject: Lump Sum Payment Request

I hope this letter finds you well. I am writing to formally request a lump sum payment of [amount] due to [reason for the payment]. This payment is related to [specific details about the context, such as a contract, settlement, or agreement].

According to our previous discussions and the terms outlined in [specific document or agreement, if applicable], I believe this payment is warranted and I would appreciate your prompt attention to this matter. Please let me know if you require any further documentation or information to process this request. I look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]