

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

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

Dear [Recipient Name],

Subject: Lump Sum Payment Notification

I am writing to inform you that a lump sum payment of [amount] will be processed on [date]. This payment is in regard to [brief description of the reason for payment].

Please ensure that the necessary arrangements are made to facilitate this transaction. Should you have any questions or require further information, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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