

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Lump Sum Payment

I hope this letter finds you well. I am writing to formally request a lump sum payment of [amount] due to [brief explanation of the reason for the request, e.g., completed project, service rendered, contract terms, etc.].

As per our agreement dated [insert date of agreement], the payment was scheduled for [insert payment terms, e.g., upon completion, upon receipt of invoice, etc.]. The attached documents include [list any supporting documents, e.g., invoices, contracts, proof of service, etc.] for your reference.

I would appreciate your prompt attention to this matter and kindly request that the payment be processed by [insert specific date]. Please let me know if you need any further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]