

[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]

Subject: Lump Sum Settlement Payment Agreement

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to propose a lump sum settlement payment regarding [brief description of the dispute/claim, e.g., an insurance claim, legal matter, etc.]. After careful consideration and negotiation, I believe a settlement of [amount] would be beneficial for both parties involved in resolving this matter swiftly and amicably.

The key terms of the proposed settlement are as follows:

1. **\*\*Settlement Amount:\*\*** [Specify the amount]
2. **\*\*Payment Deadline:\*\*** [Specify the date by which the payment should be made]
3. **\*\*Release of Claims:\*\*** Upon receipt of the lump sum payment, I agree to release [Company/Organization Name] from any further claims related to [specific dispute/issue].

Please confirm your acceptance of this settlement proposal by signing below and returning a copy of this letter by [deadline for acceptance]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

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**\*\*Acceptance of Lump Sum Settlement\*\***

I, [Recipient's Name], hereby accept the terms outlined in this lump sum settlement payment agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_