

[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: Lump Sum Payment Request

I hope this letter finds you well. I am writing to formally request the processing of the lump sum payment of [specific amount] due to [reason for the payment, e.g., contract completion, settlement agreement, etc.]. As per our agreement dated [insert date of agreement], the payment was scheduled to be made by [insert due date of payment]. I have fulfilled all necessary obligations and have attached relevant documentation for your reference.

I kindly ask for your prompt attention to this matter and would appreciate confirmation of when I can expect the payment to be processed. Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

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