

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

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

Dear [Recipient's Name],

Subject: Request for Approval of Lump Sum Payment

I hope this letter finds you well. I am writing to formally request your approval for a lump sum payment concerning [briefly describe the purpose, e.g., "the project completion bonus for the contract we recently finalized."]

The total amount proposed for this payment is [amount], which is supported by [briefly mention any supporting documents or reasons, e.g., "the attached invoices and project reports."]

Given the timely nature of this payment, we would appreciate your prompt attention to this request. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]