

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to confirm my intention to make a lump sum payment of [amount] regarding [mention the purpose, e.g., outstanding balance, settlement, etc.].

This payment will be made on or before [payment date] and can be sent via [specify payment method, e.g., check, bank transfer, etc.]. Please confirm that this arrangement is acceptable.

Thank you for your attention to this matter. I look forward to your acknowledgment.

Sincerely,
[Your Name]