

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

[Recipient Name]
[Recipient Title]
[Company 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 in the amount of [insert amount] as part of [brief description of the agreement or situation--e.g., "the settlement of the contract" or "the completion of my project"].

As per our previous discussions on [insert date of agreement or relevant meeting], we agreed upon the following terms, which clearly outline the expectations and deliverables associated with this payment:

1. [First point of agreement or deliverable]
2. [Second point of agreement or deliverable]
3. [Additional points as needed]

I have fulfilled all the requirements stipulated in our agreement and have attached the relevant documentation for your review, including [list documents attached, e.g., "invoices," "confirmation of deliverables," etc.].

Given this context, I kindly request that the payment be processed at your earliest convenience. I believe this lump sum payment will both honor our agreement and facilitate my ongoing operations.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification.

Thank you for your understanding and cooperation.

Sincerely,

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