

[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: Lump Sum Agreement Proposal

I hope this letter finds you well. I am writing to formally propose a lump sum agreement regarding [briefly describe the project or services to be covered].

****Background****

[Provide a brief overview of the background related to the project or services, including any previous discussions, agreements, or relevant details that set the stage for this proposal.]

****Agreement Terms****

This lump sum agreement shall encompass the following terms and conditions:

1. ****Scope of Work****

[Describe the specific tasks, deliverables, and any limitations related to the project or services being agreed upon.]

2. ****Total Amount****

The total sum for the completion of the project/services will be [insert amount], which covers all costs associated with [list what is included, e.g., labor, materials, etc.].

3. ****Payment Schedule****

[Outline the payment schedule, including any upfront payment, milestones, and final payment conditions.]

4. ****Timeline****

The project is expected to commence on [start date] and conclude by [end date], with regular updates provided [specify frequency, e.g., weekly, bi-weekly].

5. ****Additional Provisions****

[Include any additional terms, such as dispute resolution, warranty clauses, penalties for late completion, etc.]

****Acceptance****

Please indicate your acceptance of this lump sum agreement by signing and returning a copy of this letter by [insert deadline date]. Should you have any questions or require further discussions, do not hesitate to reach out.

Thank you for considering this proposal. I look forward to your positive response and am excited about the prospect of collaborating on this project.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]

Enclosure: Lump Sum Agreement Draft (if applicable)