

[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 message finds you well.

I am writing to confirm the agreement regarding the lump sum transaction of [amount] for [describe the purpose or item being purchased].

As per our discussion, the payment will be made by [payment method] on or before [payment due date]. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]