

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

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

Dear [Recipient's Name],

Subject: Request for Lump Sum Payment

I hope this letter finds you well. I am writing to formally request a lump sum payment of [amount] related to [specific reason or contract].

As per our agreement dated [insert date], I have fulfilled all obligations outlined and believe this payment is now due. [Briefly provide rationale or details supporting your request].

I would appreciate your prompt attention to this matter and look forward to your response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]