

[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 message finds you well. I am writing to formally request a lump sum payment of [amount] due to [reason for payment request, e.g., completion of project, contractual obligation, etc.].

As per our previous agreement dated [insert date of agreement], the payment was scheduled for [mention scheduled date or conditions of payment]. The completion of [briefly describe the work/service provided] has been finalized and I have attached the necessary documentation for your review.

I would appreciate it if you could process this payment at your earliest convenience. Should you have any questions regarding this request, please feel free to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]