

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Lump Sum Payment Agreement

This letter serves as a formal agreement regarding the lump sum payment arrangement between [Your Name/Your Company Name] and [Recipient's Name/Recipient's Company Name].

1. ****Parties Involved****

This agreement is made between:

- [Your Name/Your Company Name], hereinafter referred to as "Payee"
- [Recipient's Name/Recipient's Company Name], hereinafter referred to as "Payer"

2. ****Payment Amount****

The Payer agrees to make a lump sum payment of \$[amount] to the Payee.

3. ****Payment Due Date****

The payment is due on or before [due date].

4. ****Payment Method****

The payment will be made via [payment method, e.g., bank transfer, check, etc.].

5. ****Terms and Conditions****

- Any delays in payment will incur a late fee of [amount or percentage] unless agreed upon in writing by both parties.
- This agreement is binding upon both parties and may be amended only by a written agreement signed by both parties.

6. ****Signatures****

By signing below, both parties agree to the terms outlined in this letter.

[Your Name/Your Company Name]
Date: _____

[Recipient's Name/Recipient's Company Name]
Date: _____

Please retain a copy of this agreement for your records.

Sincerely,
[Your Name]