

[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: Explanation of Lump Sum Payment

I hope this letter finds you well. I am writing to provide a detailed explanation regarding the lump sum payment of [amount] that is due on [date].

The purpose of this payment is to [briefly explain the reason for the payment, e.g., settle an account, fulfill a contract obligation, etc.]. This lump sum will cover [list specific items or services covered by the payment], ensuring that [mention any benefits or outcomes related to the payment].

Please find the supporting documentation enclosed, which includes [list any attached documents, such as invoices, contracts, etc.].

Should you have any questions or require further clarification, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position if applicable]