

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Lump Sum Payment

I hope this letter finds you well. I am writing to propose a lump sum payment arrangement regarding [specific purpose - e.g., outstanding balance, settlement of account, etc.].

After a thorough review of my current financial situation, I believe that settling this matter with a one-time payment would be mutually beneficial. I propose a payment of [amount] to settle the account in full.

This payment will help me to [briefly explain your reason for the payment arrangement, e.g., streamlining my finances, resolving debt, etc.]. I am confident that this proposal will be advantageous for both parties and allow us to move forward positively.

I would appreciate the opportunity to discuss this proposal further.

Please let me know a convenient time for us to meet or speak.

Thank you for considering my proposal. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]