

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Lump Sum Payment Receipt

Dear [Recipient Name],

This letter serves as a receipt for the lump sum payment we have received from you.

**\*\*Payment Details:\*\***

- **\*\*Payment Amount:\*\*** [Amount]

- **\*\*Payment Date:\*\*** [Date]

- **\*\*Payment Method:\*\*** [Method, e.g., bank transfer, check]

- **\*\*Invoice/Reference Number:\*\*** [Number]

Thank you for your prompt payment. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]