

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

Dear [Recipient's Name],

Subject: Lump Sum Payment Terms

I hope this message finds you well.

This letter outlines the payment terms agreed upon for the provision of [describe the service/product] under our contract dated [contract date].

****Payment Amount:****

The total amount due for this project will be [insert amount], to be paid as a lump sum.

****Payment Due Date:****

The payment is due on [insert due date].

****Payment Method:****

Please make the payment via [insert payment method, e.g., bank transfer, check, etc.], to the following account:

[Insert payment details or instructions].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]