

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

Dear [Recipient's Name],

Subject: Lump Sum Payout Notification

I hope this message finds you well.

We are writing to inform you that a lump sum payout of [amount] has been approved and is set to be disbursed to you on [date]. This payout is in accordance with [relevant policy or agreement] and reflects [brief explanation of the circumstances leading to the payout].

Please review the following details regarding the payout:

- Amount: [amount]
- Payment Method: [payment method, e.g., check, bank transfer]
- Expected Date of Receipt: [date]

If you have any questions or require further information regarding this payout, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]