

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Lump Sum Payment Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment to the lump sum payment associated with [specific project, contract, or agreement] dated [insert date].

The necessary adjustments are based on [briefly explain reason for adjustment, e.g., additional work completed, discrepancies in billing, changes in project scope, etc.]. According to our records and discussions, the agreed-upon amount was [original amount], and the revised calculation indicates that the amount should be [new amount]. Attached are the relevant documents and calculations supporting this request. I kindly ask you to review this information and provide your feedback on the proposed adjustment. I believe this change will ensure that both parties are aligned and satisfied with the financial aspects of our agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]