

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Lump Sum Payment Confirmation

I am writing to confirm the receipt of the lump sum payment made on [date of payment] in the amount of [amount]. This payment was received for [reason for payment, e.g., services rendered, settlement agreement].

Please find the details of the transaction below:

- Amount: [amount]
- Payment Method: [e.g., bank transfer, check, etc.]
- Transaction ID: [transaction ID or reference number]

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your prompt payment.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]