

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

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Lump Sum Payment Notification

I hope this message finds you well.

We are writing to confirm the lump sum payment for the completion of [specific project or service], as per our agreement dated [date of agreement].

Total Amount Due: \$[amount]

Payment Due Date: [due date]

Please ensure that you submit all necessary documentation, including [list any required documents, e.g., invoices, receipts], to facilitate this payment.

This payment will be processed on or before the due date mentioned above.

Should you have any questions, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]