

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

Dear [Recipient Name],

Subject: Lump Sum Payment Request

I hope this message finds you well. I am writing to formally request a lump sum payment of [amount] related to [briefly explain the reason for the payment, e.g., services rendered, contract obligations, etc.].

As per our agreement dated [insert agreement date], the payment was due on [insert due date]. I have attached the relevant documentation for your reference.

I kindly request that the payment be processed at your earliest convenience to ensure [mention any relevant timeline or urgency].

Thank you for your attention to this matter. Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]
[Attachments: if any]