

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

[Recipient's Name]
[Recipient's Title]
[Company/Agency Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Lump Sum Settlement Offer

I hope this letter finds you well. I am writing to propose a lump sum settlement regarding [briefly describe the nature of the issue, e.g., a debt, insurance claim, legal matter, etc.].

As you are aware, the total amount currently outstanding is [insert total amount]. After careful consideration of my financial situation, I would like to propose a settlement amount of [insert proposed lump sum amount]. I believe this amount is fair and reasonable under the circumstances, and I hope it can benefit both parties by resolving this matter promptly.

I am prepared to remit this payment by [insert proposed payment date], and I kindly request a written acknowledgment of this offer, along with any necessary documentation to proceed with the settlement.

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

Sincerely,

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