

[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: Request for Lump Sum Payment

I am writing to formally request a lump sum payment of [amount] in relation to [specific reason for payment, e.g., services rendered, settlement, etc.].

Details of the payment are as follows:

- Amount: [exact amount]
- Due Date: [specific due date]
- Reference: [any relevant reference number or details]

This payment is necessary due to [brief explanation of the reason for the lump sum payment request]. I have attached [any supporting documents, if applicable] for your review.

Please confirm receipt of this letter and let me know if you require any additional information to process this request.

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]
[Your Position, if applicable]
[Your Company Name, if applicable]