

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

Dear [Recipient Name],

Subject: Request for Lump Sum Payment

I hope this letter finds you well. I am writing to formally request a lump sum payment regarding [briefly state the reason for the payment, e.g., contract settlement, project completion, etc.].

According to our agreement dated [insert date of agreement], the stipulated amount of [insert amount] was to be paid upon completion of the terms outlined in our contract. As of today, I have fulfilled all obligations, including [briefly list any relevant deliverables or milestones].

To expedite the process, I have attached the necessary documentation supporting my request. This includes [list any attached documents, such as invoices, receipts, or contracts].

I kindly ask that you process this payment at your earliest convenience. Should you require any additional information or clarification, please feel free to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]