

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm the agreement regarding the lump sum payment of [amount] due on [due date].

Please find the details of the payment as follows:

- Amount: [amount]
- Payment Method: [e.g., bank transfer, check, etc.]
- Reference Number: [if applicable]

I kindly request that you acknowledge receipt of this letter and confirm the arrangements for processing the payment.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]