

Letter for Negotiating Lump-Sum Payment

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of negotiating a lump-sum payment regarding [briefly explain the context, e.g., settlement, invoice, etc.].

Given the circumstances surrounding [briefly explain the situation that warrants negotiation], I believe a lump-sum payment would be mutually beneficial. It would allow us to finalize this matter promptly and efficiently.

After careful consideration, I would like to propose a lump-sum payment of [insert proposed amount]. I believe this amount fairly represents [explain the rationale behind the proposed amount, if applicable].

I appreciate your attention to this matter and look forward to your positive response. Please feel free to reach out if you would like to discuss this proposal further.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]