

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

[Date]

[Buyer's Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Compensation Due for Post-Closing Possession

Dear [Buyer's Name],

This letter refers to the Purchase Agreement dated [Date of Agreement] regarding the property located at [Property Address].

As per the terms of our contract and the Post-Closing Occupancy Agreement, the agreed-upon date for vacancy and delivery of possession was [Agreed Possession Date]. According to our records, the keys were returned and the property was fully vacated on [Actual Vacancy Date].

Based on the terms specified in the agreement, the following compensation is now due:

- **Daily Occupancy Rate:** \$[Amount] per day
- **Total Number of Days:** [Number of Days] days
- **Holdover Fees (if applicable):** \$[Amount]
- **Total Compensation Due:** \$[Total Amount]

Please remit the total amount of \$[Total Amount] by [Due Date]. Payment can be made via [Payment Method, e.g., Check, Wire Transfer, or Escrow Deduction].

If you have any questions regarding these calculations or if there is a discrepancy with your records, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]