

[Sender Name]
[Sender Company]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

RE: INVOICE FOR CONTRACT BUYOUT FEE - [Contract Reference Number]

Dear [Recipient Name],

This letter serves as a formal invoice for the contract buyout fee regarding the agreement dated [Original Contract Date] between [Sender Company] and [Recipient Company].

As per the termination clause outlined in Section [Section Number] of the aforementioned contract, the early termination and buyout requirements have been calculated as follows:

Description	Amount
Remaining Contract Value / Base Buyout Fee	[\$[Amount]]
Administrative Processing Fees	[\$[Amount]]
Unamortized Equipment/Service Costs	[\$[Amount]]
TOTAL BUYOUT AMOUNT DUE	[\$[Total Amount]]

Please remit payment in full by [Due Date]. Payment can be made via [Payment Method: Wire Transfer/Check/Online Portal] using the following details:

[Bank Name]
[Account Name]
[Account Number]
[Routing Number]

Upon receipt of the total payment, the contract will be considered officially terminated, and both parties will be released from further obligations, excluding those intended to survive termination.

If you have any questions regarding these charges, please contact [Contact Person] at [Phone/Email].

Sincerely,

[Signature]

[Printed Name]

[Title]