

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

[Date]

[Client Name/Company Name]
[Client Address]
[City, State, Zip Code]

RE: INVOICE FOR EARLY CONTRACT TERMINATION BUYOUT FEE

Dear [Client Contact Name],

This letter serves as an official invoice regarding the early termination of the contract dated [Original Contract Date] for [Service/Project Description].

As per the terms outlined in Section [Section Number] of our agreement, an early termination buyout fee is required for ending the contract prior to the scheduled expiration date of [Original End Date].

Invoice Details:

- **Invoice Number:** [Invoice #]
- **Termination Date:** [Effective Date of Termination]
- **Buyout Fee Amount:** \$[Amount]
- **Payment Due Date:** [Date]

Please remit payment via [Payment Method: e.g., Bank Transfer, Check, Online Portal].

If you have any questions regarding this calculation or the terms of the buyout, please contact our billing department at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]