

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

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

RE: Final Contract Buyout Settlement - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as the formal invoice and settlement agreement for the early termination and buyout of the contract dated [Original Contract Date] regarding [Description of Services/Project Name].

As per our recent agreement, the total buyout settlement amount is **#[Total Amount]**. This payment covers all remaining obligations, early termination fees, and outstanding balances under the aforementioned contract.

Payment Details:

- Remaining Balance: **#[Amount]**
- Early Termination Fee: **#[Amount]**
- Credits/Adjustments: **-#[Amount]**
- **Total Amount Due: #[Total Amount]**

Please remit payment by [Due Date] via [Payment Method: Check/Wire Transfer/Online Portal].

Upon receipt of this final payment, [Your Company Name] acknowledges that the contract is officially terminated, and neither party shall have further financial or performance obligations to the other, except for clauses intended to survive termination (such as confidentiality or indemnity).

If you have any questions regarding this final settlement, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]