

[Sender Name]  
[Sender Title]  
[Sender Company Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: 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 Name] and [Recipient Company Name].

As per the early termination clause specified in Section [Clause Number] of the aforementioned contract, the parties have agreed to a buyout to conclude all remaining obligations. The total amount due is detailed below:

- **Original Contract Completion Date:** [Date]
- **Effective Termination Date:** [Date]
- **Buyout Fee Calculation:** [Description of Fee/Formula]
- **Total Amount Due:** [Currency and Amount]

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

[Bank Name]  
[Account Name]  
[Account Number]  
[Routing/Swift Code]

Upon receipt of this payment, the contract will be considered formally terminated, and both parties will be released from further obligations as outlined in the buyout agreement.

Thank you for your cooperation.

Sincerely,

[Signature]  
[Sender Printed Name]