

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

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Subject: Payment Demand for Services Rendered

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request payment for the services I provided on [specify project or service], as outlined in our agreement dated [insert date of agreement]. According to our terms, payment was due on [insert due date], and as of today, the amount of [insert amount owed] remains outstanding.

I understand that oversights can happen, and I would appreciate your prompt attention to this matter. Please find attached [any relevant documents, invoices, or agreements] for your reference.

I kindly request that the outstanding payment be made by [insert a new due date, typically 7-14 days from the date of this letter]. Failure to settle this matter may result in taking further actions to recover the amount owed, which I hope to avoid.

Thank you for your understanding, and I look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Freelance Title/Business Name]
[Your Website or Portfolio link, if applicable]