

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

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

Dear [Client's Name],

Subject: Invoice Payment Reminder

I hope this message finds you well. I am writing to follow up on Invoice #[Invoice Number], dated [Invoice Date], for [describe services provided]. According to my records, the payment of [Amount Due] was due on [Due Date] but remains outstanding.

As a freelancer, I rely on timely payments to maintain my business operations. If there are any issues regarding the invoice or the services provided, please let me know so we can resolve them promptly.

I kindly request that you process this payment by [New Due Date, if applicable] to avoid any late fees or disruption to our services. Payment can be made via [List Payment Methods, e.g., bank transfer, PayPal, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Company Name, if applicable]
[Your Position, if applicable]