

[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]

Subject: Demand for Payment for Freelance Services Rendered

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request payment for the freelance services I provided to you on [specific date(s)] under the agreement we established.

As per our contract dated [contract date], I completed the following services:

- [List services provided]

The total amount owed for these services is [amount owed], which was due on [due date]. As of today, the payment remains outstanding.

I kindly request that this payment be made by [new deadline, e.g., 10 business days from date of this letter] to avoid any further action on my part. My payment details are as follows:

[Provide payment details or instructions].

If you have already sent the payment, please disregard this letter.

Otherwise, I look forward to resolving this matter promptly. Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Business Name, if applicable]