

Account Balance Update

Dear [Client's Name],

I hope this message finds you well. I am writing to provide you with an update regarding your account balance with us.

As of [Date], your account shows an outstanding balance of [Amount] for the following services rendered:

- [Service 1] - [Amount] due on [Due Date]
- [Service 2] - [Amount] due on [Due Date]

Please note that the payment was due on [Due Date], and as it remains unpaid, it has been marked as overdue. I kindly request that you arrange for payment at your earliest convenience to avoid any further late fees or service interruptions.

If you have any questions or if there are any issues regarding the payment, please do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Contact Information]
[Your Freelance Business Name]