

Freelance Billing Statement

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Outstanding Balance Statement

We hope this message finds you well. Please find below the details of your current outstanding balance for services rendered:

Description of Service	Date of Service	Amount	Status
[Service Description 1]	[Date 1]	[\$[Amount 1]]	Unpaid
[Service Description 2]	[Date 2]	[\$[Amount 2]]	Unpaid
Total Outstanding Balance		[\$[Total Amount]]	

Please ensure that the outstanding balance is settled by [Due Date]. If you have any questions or need further clarification, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]