

Payment Collection Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number] that was sent to you on [Invoice Date] for the freelance services rendered on [Service Description]. According to our records, the total amount of [Total Amount] is now due.

As a reminder, the payment was due on [Due Date]. I kindly request that you process this payment at your earliest convenience. Please find the payment details below:

Payment Method: [Payment Method]

Account Details: [Account Information]

Should you have any questions or require further information, please feel free to reach out. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone Number]