

Direct Settlement Request for Freelance Work

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 formally request a direct settlement for my freelance work completed for [Project/Service Name] on [Date of Completion]. The total amount due for this project is [Amount].

For your convenience, I would appreciate if you could process the payment via credit card. My credit card details are as follows:

- Cardholder Name: [Your Name]
- Card Number: [Your Card Number]
- Expiration Date: [MM/YY]
- CVV: [Your CVV]

Thank you for your prompt attention to this matter. If you have any questions or require further information, please feel free to contact me at [Your Email] or [Your Phone Number].

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]