

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request the payment for the freelance work completed on [Project or Service Description] as per our agreement.

Attached to this email, you will find the electronic invoice [Invoice Number], which details the services rendered, the total amount due, and the relevant payment details.

Please let me know if you have any questions or need further information. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Business Name]