

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]

[Date]

[Client Name]
[Client Company Name]
[Client Address]

RE: NOTICE OF UNPAID INVOICE - [Invoice Number]

Dear [Client Contact Name],

This letter serves as a formal demand for payment regarding outstanding invoice number [Invoice Number], which was issued on [Date] for freelance services rendered. This payment is now [Number] days past due.

According to our records, the total amount outstanding is \$[Amount].

I have previously sent reminders on [Dates of previous emails], but as of today, the balance remains unpaid. Please find a copy of the original invoice attached to this letter for your reference.

I request that you remit the full payment immediately via [Payment Method, e.g., Bank Transfer/PayPal].

If there is a reason for this delay or if you have already sent the payment, please contact me at your earliest convenience so we can resolve this matter. Otherwise, I look forward to receiving confirmation of payment by [Date].

Thank you for your prompt attention to this overdue account.

Sincerely,

[Your Signature]
[Your Printed Name]