

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: FIRST NOTICE: Outstanding Payment for Invoice #[Invoice Number]

Dear [Client Contact Name],

This letter is a formal reminder regarding the outstanding balance for freelance services provided. According to my records, payment for invoice #[Invoice Number], issued on [Date Issued], is now overdue.

Account Summary:

- Invoice Number: [Invoice Number]
- Original Due Date: [Due Date]
- Days Past Due: [Number of Days]
- Total Amount Owed: \$[Amount]

I value our professional relationship and understand that invoices can sometimes be overlooked. Please remit the payment in full by [Insert Date - e.g., 7 days from now] via [Insert Payment Method, e.g., Bank Transfer, PayPal, Check].

If you have already sent the payment, please disregard this notice. If there are any discrepancies regarding the invoice or if you are experiencing difficulties with the payment process, please contact me immediately so we can resolve the matter.

I have attached a copy of the original invoice for your convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]