

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name or Company Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF DELINQUENT ACCOUNT

Dear [Client Name/Contact Person],

This letter serves as formal notification that your account with our client, [Freelancer Name], has been placed with this agency for collection. This action is the result of your failure to remit payment for services rendered under the contract dated [Contract Date].

According to our records, the following balance is currently past due:

- Invoice Number(s): [Invoice Numbers]
- Original Due Date: [Date]
- Principal Amount: \$[Amount]
- Late Fees/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We request that you remit the full balance of \$[Total Amount] within [Number, e.g., 10] business days from the date of this letter to resolve this matter. Payments should be made payable to [Agency/Freelancer Name] and sent to the address listed above.

If there is a dispute regarding this debt or if payment has already been sent, please provide written documentation and proof of payment immediately so we may update our records.

Failure to respond to this notice may result in further collection efforts. We look forward to your prompt cooperation in settling this outstanding debt.

Sincerely,

[Your Name/Agent Name]
[Title]
[Agency Name]