

Date: [Insert Date]

To:

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

From:

[Your Name/Business Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

Subject: NOTICE OF OVERDUE PAYMENT - Invoice #[Invoice Number]

Dear [Client Contact Person],

This is a formal notice to inform you that payment for Invoice #[Invoice Number], dated [Original Invoice Date], is now past due. According to our records, the balance of \$[Amount Due] remains unpaid.

The payment was due on [Due Date] for the following freelance services: [Brief Description of Services].

Please find a copy of the original invoice attached to this letter. If you have already sent the payment, please disregard this notice. Otherwise, please remit payment immediately via [Accepted Payment Methods, e.g., Bank Transfer, PayPal, Check].

If there is a reason for the delay or if you have any questions regarding the invoice, please contact me as soon as possible so we can resolve the matter.

Thank you for your prompt attention to this overdue balance.

Sincerely,

[Your Signature]

[Your Printed Name]