

Date: [Insert Date]

To: [Client Name]

Company: [Client Company Name]

Address: [Client Address]

Subject: FINAL NOTICE: OVERDUE PAYMENT FOR INVOICE #[Invoice Number]

Dear [Client Contact Person Name],

This letter serves as a final formal notice regarding the outstanding balance of \$[Amount Due] for freelance services provided under the contract dated [Contract Date].

Despite previous reminders sent on [Dates of Previous Reminders], Invoice #[Invoice Number] remains unpaid. This balance is now [Number] days past the agreed-upon due date of [Original Due Date].

Please remit the full payment of \$[Amount Due] by [Final Deadline Date, e.g., 5 business days from now] via [Payment Method: PayPal/Bank Transfer/etc.].

If payment is not received by the date mentioned above, I will be forced to take further action to recover the debt. This may include:

- Referring this matter to a professional debt collection agency.
- Initiating legal proceedings in Small Claims Court.
- Suspending all current project files and deliverables.

If you have already sent the payment, please disregard this notice. Otherwise, I expect immediate confirmation that this matter is being resolved.

Sincerely,

[Your Name]

[Your Business Name/Portfolio Link]

[Your Phone Number]

[Your Email Address]