

Date: [Insert Date]

TO:

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

FROM:

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

RE: FINAL DEMAND FOR PAYMENT - INVOICE #[Insert Invoice Number]

Dear [Client Name],

This letter serves as a formal final demand for the payment of outstanding fees owed for freelance services provided between [Start Date] and [End Date].

Despite previous reminders sent on [List dates of previous emails/invoices], your account remains past due. As of today, the total balance outstanding is **#[Insert Total Amount]**. This amount includes the original invoice total and [Optional: any applicable late fees as per our contract].

The services provided included: [Briefly list services, e.g., Web Design, Copywriting, etc.]. These services were completed and delivered on [Delivery Date] and were accepted by you without dispute.

Terms of Settlement:

I require full payment of the outstanding balance by **#[Insert Date, e.g., 7 days from today]**. Payment can be made via [Insert Payment Method: Bank Transfer, PayPal, etc.].

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

- Commencing legal proceedings in Small Claims Court.
- Reporting the delinquent account to credit bureaus.
- Referring the matter to a third-party debt collection agency.

Please note that if legal action is required, I will also seek to recover court costs, interest, and legal fees to the fullest extent permitted by law.

I hope to resolve this matter amicably and immediately. Please confirm receipt of this letter and provide notification once the payment has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]