**YOUR LETTERHEAD**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addressee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: [Project Name]; Collection of Payment for Services Rendered

Dear [ ]:

We are writing to collect the past due amount of $[ ] due and owed to [your business name], for services rendered on your behalf with respect to [project description], pursuant to the agreement dated [contract date]. Enclosed please find copies of the relevant invoices that remain unpaid and a copy of your agreement with [your business name].

You have not previously informed [your business name] that the services rendered were defective in any manner or otherwise did not comply with the terms of the agreement.

Accordingly, in the event that payment of the above-referenced amount is not made in full within thirty

(30) days of the date hereof, [your business name] shall seek to enforce all of its available rights and remedies in accordance with applicable law including, but not limited to, its actual damages and all damages incurred by [your business name] incidental to the collection thereof and the enforcement of its rights. [Your business name] will also seek the reimbursement for its legal expenses related to the collection of amounts due.

This is an attempt to collect a debt; any information will be used for that purpose. Sincerely,

**YOUR BUSINESS NAME**

[Officer’s Name], [Officer’s Title]

*Sample collection letter provided courtesy of New York business lawyer, Stephen Furnari.*

*To avoid collection problems and other legal issues facing Freelancers, subscribe to Steve’s free online course “7 Deadly Legal Mistakes that Cost Entrepreneurs Thousands” at* [*www.7deadlylegalmistakes.com.*](http://www.7deadlylegalmistakes.com/)