

[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.