



COLLECTION LETTER TEMPLATE

It's normal to feel powerless when payment is long past due.

One tactic proven to help freelancers collect from non-paying clients is an official demand letter. Whether you use this template or craft your own, make sure it's co-signed by a lawyer to underscore the fact that not paying for work completed is stealing.

The following template is not intended to convey or constitute legal advice.

Remember, prevention is always better than searching for a cure! Use our **Contract Template** when starting work with new clients.

[Freelancersunion.org/Advocacy](https://www.freelancersunion.org/advocacy)



YOUR LOGO HERE

100 Street Name
City, State, Zip Code

Dear [Client name],

Six weeks have now passed since my last invoice was sent, meaning payment for the work I delivered is now ____ days past due.

I'd like to reiterate for you our agreed-upon terms to ensure I am properly paid for the services I completed. Copies of our contract, and emails referring to these terms, are attached for your review.

According to these terms, we agreed to...

- [The services both parties agreed to perform]
- [The due dates of the deliverables]
- [The payment schedule]
- [Pay [\$____ for every month payment is past due. The total amount now due is \$____.]

As per these terms, I...

- [The deliverables you completed and the dates they were delivered]

On [date here] you acknowledged receipt of these deliverables by...

- [Emailing a confirmation (attached)]
- [Displaying them (on your website, in your store, in a magazine)]

Should payment not be received within ____ days, I will have to take next steps and...

- [Deny access to the deliverable]
- [File a claim in small claims court]
- [Inform the Attorney General's office]
- [File a report with the Better Business Bureau]

If payment has recently been made, please let me know immediately.

My lawyer [is CC'd] [has co-signed below], and can be reached at [email address or phone number here] if you have further questions.

Thank you for your prompt reply,

[Savvy Freelancer]