

## Professional email requesting payment for completed freelance work

Subject: Payment Request for Completed Project

Dear [Client's Name],

I am writing to request payment for the freelance work I completed as per our agreement on [date/project name]. The total amount due is [amount], and the payment deadline was [due date].

I have attached the invoice again for your convenience. Kindly arrange the payment at your earliest opportunity. Should you need any additional details or clarifications regarding the work delivered, I will be happy to provide them.

I greatly appreciate your timely attention to this matter and look forward to working with you again in the future.

Best regards,

[Your Name]

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