

LATE-PAYMENT DEMAND LETTER

For freelancers with unpaid invoices. Fill in the blanks, send it, keep a copy.

!! HOW TO SEND THIS

Send from a personal email. Keep a copy. Calm beats angry. The statute does the threatening. Delete the state citations that don't apply to you before sending.

FILL IN BEFORE SENDING

DATE SENT

CLIENT / COMPANY NAME

INVOICE # & INVOICE DATE

AMOUNT OWED (\$)

DAYS OVERDUE

THE LETTER

Dear _____ ,

This letter is a formal demand for payment of invoice # _____ , dated _____ , in the amount of \$ _____ , now _____ days overdue.

Under the New York Freelance Isn't Free Act (General Business Law, Article 44-A), a written contract is required for freelance work of \$800 or more, payment is due by the date in the contract, or within 30 days of completing the work if no date was set, and violations carry double damages plus attorney's fees. [California: Freelance Worker Protection Act (SB 988). Illinois: Freelance Worker Protection Act (820 ILCS 193).]

I request payment in full within 10 business days of the date of this letter. If payment is not received, I reserve my right to file a complaint with the New York Attorney General [CA: civil court / IL: Illinois Department of Labor] and to pursue double damages, attorney's fees, and all other remedies in civil court.

Sincerely,

SIGNATURE

NAME / DATE
