[Company Name]  
[Address]  
[Contact]  
[Website]

Re: Legal Authority Letter to Collect the Outstanding Payment  
  
Dear Simon,

This letter proposes to serve as a legal letter on behalf of Stella Tech Group and CX, California, USA. The letter is written to notify you on legal grounds that the payment you owe to pay to the company has exceeded the due date which was 20-11-20XX and necessitates to be paid immediately.

According to the contract, which was signed between both the companies, the project of providing multiple software managerial tasks was to be performed by this company's team. The project cost was $400,000 to be paid in two installments within a given period. The given time was due on 10-11-20XX which was formally provided as extra time to make the payment amicably. I am regretful to state that the bonus period has been ended and now it is the most imperative time to make the payment.

The details of the project and the invoice have been attached to the letter and a copy has been sent to the local authority of the Attorney General and City court office. If the payment is not made within the given time, the company would precede formal legal proceedings against you for the outstanding payment and not paying the remaining charges. I have attached the billing details with this letter which would serve as enough details and burdens of proof.

Please respond to this letter at your earliest within three working days otherwise the company will start prosecution trials through law enforcement and local court. The case can cost you in different persecutions penalized according to the Company Law Act of US (2017).

Regards

Local Attorney Officer  
Clark Timber`  
34-C/38 Clark Legal Consultancy, California, USA  
Contact: [contact]