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

Re: Legal Letter for the Outstanding Payment Due 10-12-20XX to EMMAX Group of Textile and Designing

Dear Sir/Madam,

I am Lockhart Stephen from the California Local Court of Attorney General Office. I want to bring your attention to the matter of outstanding payment owed to you. It has been reported that you are obligated to pay $50,000 to EMMAX Group of Textile and Designing due on 10-12-20XX. The authorities have claimed that the payment had to be made on the purchasing of a certain amount of cotton and wool fabrics and hiring of the designers from their company. You were charged with $100,000 wherein you paid half of the amount promising the half other to be paid on 10-12-20XX. They have also claimed that you have not responded to any of the calls or emails from their company.

The perplexity has been taken to the local law enforcement and would be handled and operated from the local office of the Attorney General. The matter handed over to the law enforcement and court can inflict certain impositions strict in their nature. This letter has been written to enlighten you about the case and it is informed to you to respond to me within three working days otherwise the court can initiate its trials against you that may bring further inflictions and added persecutions.

I hope you will understand the matter and cooperate accordingly. Thank you.

Regards

Assistant Pleader  
Local Law Enforcement  
34-M Prola Avenue Road, California, USA