

**Date:** [Insert Date]

**TO:** [Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO OFFSET FUNDS**

Dear [Debtor Name],

This letter serves as formal notice that [Agency/Organization Name] intends to offset funds to satisfy an outstanding debt you owe in the amount of \$[Amount].

Our records indicate that this debt is past due. Specifically, the debt pertains to [Account Number or Description of Debt].

**Action Taken:**

We intend to intercept or withhold payments due to you from [Source of Funds, e.g., Tax Refunds, Vendor Payments, or Salary] to apply toward your outstanding balance.

**Your Rights:**

You have the right to:

- Inspect and copy records related to this debt.
- Request a review of the existence or amount of the debt.
- Enter into a written repayment agreement to avoid the offset.

To avoid this offset, you must pay the full amount or contact our office to make payment arrangements by [Deadline Date].

Please send payments to:  
[Payment Address]  
[City, State, Zip Code]

If you have already paid this debt or believe this notice is in error, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Signature]  
[Title]  
[Agency/Organization Name]