

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Date]

[Issuing Authority/Court Name]
[Address]
[City, State, Zip Code]

RE: Acknowledgment of Garnishment Order
Case Number: [Case Number]
Debtor Name: [Customer Name]
Account Number: [Partial Account Number]

Dear Sir/Madam,

We are writing to formally acknowledge receipt of the Garnishment Order served upon [Bank Name] on [Date Received] regarding the above-referenced matter.

Upon review of our records, we have taken the following actions:

- Placed a hold on the accounts associated with the debtor in the amount of \$[Amount Held].
- Identified that the account holds [Total Balance] at the time of processing.
- Determined that [No funds/Partial funds] are available due to [Exemptions/Prior Liens].

A formal Garnishment Answer form is enclosed with this letter, providing specific details regarding the funds held and any applicable statutory exemptions applied to the account.

We have notified the account holder of this action as required by law. Please direct further correspondence regarding this order to our Legal Processing Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Bank Representative]
[Title]
[Bank Name]