

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Creditor or Attorney Name]

[Law Firm or Collection Agency Name]

[Address]

[City, State, Zip Code]

Re: Garnishment Order Compliance

Debtor Name: [Employee/Debtor Full Name]

Case Number: [Court Case Number]

Reference Number: [Account/Reference Number]

To Whom It May Concern,

This letter is in response to the Writ of Garnishment/Garnishment Order received by our office on [Date of Receipt].

Please be advised of the following regarding the status of the named debtor:

- **Employment Status:** [The individual is currently employed / The individual is no longer employed as of Date / The individual has never been employed here].
- **Withholding Status:** [Withholding will commence on the pay period ending Date / No funds are available for withholding because the debtor's earnings are below the legal threshold / The debtor is currently subject to a higher priority garnishment].
- **Calculation:** Based on the information provided and applicable state/federal laws, the amount to be withheld per pay period is \$[Amount].

The first remittance of withheld funds is expected to be sent on [Date]. Payments will be issued to [Name of Payee] at the address provided in the legal order.

Enclosed please find the completed Garnishment Answer/Disclosure forms as required by the court.

If you have any questions regarding this response, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]