

[Financial Institution Name]
[Legal Department/Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: NOTICE OF GARNISHMENT / ACCOUNT FREEZE

Dear [Customer Name],

This letter is to formally notify you that [Financial Institution Name] has received a legal order (Garnishment, Writ, or Levy) from [Name of Court or Taxing Authority] regarding your account(s) ending in [Last 4 Digits of Account Number(s)].

As required by law, we have taken the following actions:

- **Account Freeze:** We have placed a hold on funds in your account up to the amount of \$[Amount Requested in Order].
- **Processing Fee:** A non-refundable legal processing fee of \$[Fee Amount] has been debited from your account in accordance with our Fee Schedule.
- **Future Activity:** Any funds deposited after the date of the order may also be subject to this garnishment depending on the specific legal requirements of the order.

Case Information:

Case Number: [Case Number]
Judgment Creditor: [Name of Plaintiff/Creditor]
Total Amount Claimed: \$[Total Amount]

Please be advised that [Financial Institution Name] is a neutral third party and is legally obligated to comply with this court order. We cannot provide legal advice or negotiate the terms of this garnishment.

If you believe these funds are exempt from garnishment (e.g., Social Security benefits, disability payments, or child support) or if you wish to contest this action, you must contact the [Court Name/Taxing Authority] or the Creditor's attorney listed above immediately. You may also wish to consult with an attorney.

Unless we receive a formal Release of Garnishment from the court or the initiating party by [Deadline Date], we are required to remit the held funds to the court/creditor.

Sincerely,

[Authorized Signature]
[Name and Title]
[Contact Phone Number]