

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

[Account Holder Name]
[Account Holder Address]
[City, State, Zip Code]

Re: Notice of Garnishment / Account Freeze

Dear [Account Holder Name],

This letter is to formally notify you that [Bank Name] has received a legal order (Garnishment, Levy, or Attachment) issued by [Name of Issuing Court or Agency] regarding your deposit account(s) held at this institution.

Case Information:

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

Action Taken:

In compliance with this legal order, we have placed a hold on the following account(s):
Account Number ending in: [Last 4 Digits] - Amount Frozen: \$[Amount]
Account Number ending in: [Last 4 Digits] - Amount Frozen: \$[Amount]

Protected Funds:

We have performed a review of your account for "protected" federal benefits (such as Social Security, SSI, or VA benefits) as required by law. [Amount] has been determined to be exempt and remains available for your use.

Your Rights:

You may have additional rights to claim exemptions under state or federal law. To contest this garnishment, you must contact the issuing court or agency directly. The bank is legally obligated to comply with the order unless we receive a formal release from the court or the creditor.

Fees:

A legal processing fee of \$[Fee Amount] has been debited from your account as permitted by your account agreement.

If you have any questions regarding this notice, please contact our Legal Processing Department at [Phone Number].

Sincerely,

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