

[Date]

[Recipient Name/Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Garnishment Compliance

Case Number: [Insert Case Number]

Debtor Name: [Insert Employee/Debtor Full Name]

Last Four Digits of SSN: [Insert XXX-XX-0000]

Dear [Recipient Name or Clerk of Court],

This letter serves as formal notification that [Company Name] is in receipt of the Writ of Garnishment/Order to Withhold dated [Date of Order].

We have processed this legal order and wish to confirm the following:

- **Employment Status:** The individual is currently [employed/not employed] by our organization.
- **Commencement Date:** Withholding will begin on the pay period ending [Date].
- **Withholding Amount:** We will withhold [Amount/Percentage] per pay cycle in accordance with federal and state disposable income limits.
- **Payment Schedule:** Remittances will be sent to [Recipient/Agency Name] on a [Weekly/Bi-weekly/Monthly] basis.

If the individual is no longer employed by [Company Name], please note their last date of employment was [Date] and their last known address is [Address].

Should you require further information or have questions regarding this compliance notice, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]