

Date: [Insert Date]

Recipient Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Address: [Insert Employee Address]

Subject: Notification of Regulatory Garnishment Order

Dear [Insert Employee Name],

This letter serves as formal notification that [Insert Company Name] has received a legal garnishment order from [Insert Issuing Agency/Court Name] regarding your wages.

Order Details:

- **Case/Reference Number:** [Insert Number]
- **Type of Garnishment:** [e.g., Tax Levy, Child Support, Student Loan]
- **Total Amount Owed:** [Insert Amount]
- **Effective Date:** [Insert Date]

Under federal and state regulations, we are legally required to comply with this order. Accordingly, we will begin withholding [Insert Dollar Amount or Percentage] from your paychecks starting on the pay period ending [Insert Date]. These deductions will continue until the total amount is paid in full or until we receive an official release from the issuing agency.

Please note that an administrative processing fee of [Insert Amount, if applicable] may be deducted from your earnings as permitted by law.

We recommend that you contact the issuing agency directly if you have questions regarding the validity of this debt or wish to negotiate a payment plan. The contact information for the agency is as follows:

Agency Name: [Insert Agency Name]

Phone Number: [Insert Phone Number]

Website/Portal: [Insert Website]

If you provide us with a certified "Release of Garnishment" from the agency, we will cease withholdings immediately.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Department Name]

[Insert Company Name]