

**Date:** [Date]

**TO:**

[Court Name/Agency Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Garnishment / Order to Withhold**

**Case Number:** [Case Number]

**Judgment Debtor:** [Employee/Recipient Name]

**Last Four Digits of SSN:** [Last 4 Digits]

To Whom It May Concern,

We are writing to formally acknowledge receipt of the Garnishment Order served upon [Company Name] on [Date Received].

In compliance with this order and applicable state and federal laws, we provide the following information regarding the status of the Debtor:

- **Employment Status:** [Active / Terminated / Never Employed]
- **Withholding Start Date:** Withholding will commence on the pay period ending [Date].
- **Frequency:** Payments will be remitted [Weekly / Bi-Weekly / Monthly].

Enclosed, please find the completed "Answer to Interrogatories" or "Garnishment Disclosure" form as required by the order.

If the Debtor is no longer employed by our firm, or if there are prior superior garnishments already in effect that prevent immediate collection, we have noted these details in the attached documentation.

Please direct all future correspondence regarding this matter to:

[Name of Payroll Contact]

[Company Name]

[Phone Number]

[Email Address]

Sincerely,

[Signature]

[Printed Name]

[Title]