

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

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

RE: Notice of Garnishment/Levy on Account [Account Number]

Dear [Customer Name],

This letter is to formally notify you that [Bank/Institution Name] has received a legal order to garnish or levy funds from your account(s). This order was issued by [Name of Issuing Court or Agency] regarding a debt or judgment owed to [Creditor Name].

Details of the Order:

- **Case Number:** [Case Number]
- **Total Amount Requested:** \$[Amount]
- **Garnishment Fee:** \$[Fee Amount, if applicable]
- **Date Received:** [Date]

As required by law, we have placed a hold on the funds in your account up to the amount specified in the order. These funds may be remitted to the requesting party unless we receive a formal release or a court order to stop the garnishment.

Please note that certain types of federal benefits (such as Social Security, SSI, or VA benefits) may be protected from garnishment. If you believe these funds are exempt, or if you wish to contest this action, you should contact the [Court/Agency Name] or a legal professional immediately.

If you have questions regarding the underlying debt, please contact the creditor or their attorney directly at: [Creditor/Attorney Phone Number].

Sincerely,

[Sender Name/Department]
[Bank/Institution Name]