

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Issuing Agency/Court Name]  
[Agency/Court Address]  
[City, State, Zip Code]

RE: Response to Garnishment Order / Inquiry  
Case Number: [Case Number]  
Employee/Debtor Name: [Employee Name]  
Social Security Number (last 4 digits): [XXX-XX-XXXX]

To Whom It May Concern,

We are writing in response to the Garnishment Order received by [Your Company Name] on [Date Received] regarding the individual mentioned above.

Please find the status of this inquiry as checked below:

**Active Employee:** The individual is currently employed. We will begin withholding the specified amounts starting on the pay period ending [Date] in accordance with the legal limits defined by law.

**No Record of Employment:** A search of our records indicates that the individual named in the order is not currently, and has never been, employed by [Your Company Name].

**Former Employee:** The individual was previously employed by us but is no longer with the company. Their employment terminated on [Termination Date]. Their last known address is: [Last Known Address].

**Insufficient Earnings:** The individual is currently employed; however, their disposable earnings do not meet the minimum threshold required for garnishment under applicable state or federal law.

**Prior Garnishments:** The individual is currently subject to a prior garnishment/support order (Case #[Prior Case Number]) which takes precedence. We will notify you when that obligation is satisfied.

If you require additional information or have further questions, please contact our Payroll Department at [Phone Number].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Position]

[Your Company Name]