

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

[Date]

[Name of Court]
[Court Address]
[City, State, Zip Code]

RE: Notice of Statutory Garnishment / Order to Withhold Income
Case Number: [Case Number]
Judgment Debtor: [Employee Full Name]
Employee SSN (Last 4 digits): [XXXX]

To the Clerk of the Court / Levying Officer:

This letter serves as formal confirmation and response to the Garnishment Order received by [Employer Name] on [Date Received].

We have processed the order and can confirm the following:

- The individual named in the order is currently employed by [Employer Name].
- Withholding of the legally allowed percentage of the debtor's disposable earnings will commence on the pay period ending [Date].
- Payments will be remitted to [Name of Payee/Agency] as directed in the order until the judgment is satisfied or the order is released.

[Optional: If the employee is no longer employed or if there are prior active garnishments taking precedence, state those details here.]

Please find the enclosed completed [Form Name/Number, e.g., Employer's Return] as required by the order.

If you require further information, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Payroll Department]