

[Your Company Name/Employer Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Law Firm Name]
[Counsel Name]
[Address]
[City, State, Zip Code]

RE: Notice of Garnishment Status

Case Name: [Plaintiff Name] vs. [Defendant/Employee Name]
Case Number: [Court Case Number]
Employee/Debtor: [Name of Employee]

Dear Counsel,

We are writing in response to the Garnishment Order served upon [Company Name] on [Date Order Received]. Please be advised of the current status of this matter as indicated below:

[Select the applicable status and delete others]:

- **Active:** We have processed the order. Deductions will commence on [Date] and will continue until the total judgment amount is satisfied or until otherwise notified.
- **Termination:** The individual named in the order is no longer employed by [Company Name] as of [Date of Termination]. We have no funds currently due to this individual.
- **Priority/Existing Lien:** We are currently withholding funds for a prior garnishment/support order (Case #[Prior Case Number]). Deductions for your order will begin once the superior obligation is satisfied.
- **Insufficient Earnings:** The employee's disposable earnings are below the federal or state minimum threshold required for garnishment at this time.
- **Never Employed:** Our records indicate that the individual named has never been employed by this company.

The first remittance, if applicable, is expected to be mailed on [Date]. Please ensure all future correspondence and payments are directed to the attention of [Department Name/Contact Person].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Phone Number]
[Email Address]