

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

Date: [Date]

Internal Revenue Service
[Address on the Garnishment Order]
[City, State, Zip Code]

RE: Response to Notice of Levy / Garnishment Order
Employee Name: [Employee Full Name]
Social Security Number: [XXX-XX-XXXX]
Control/Reference Number: [Reference Number from Order]

To Whom It May Concern,

We are writing to acknowledge receipt of the Federal Tax Garnishment Order dated [Date of Order] regarding the above-named individual.

Please be advised of the following (select one):

- **Active Employee:** The individual is currently employed by [Company Name]. We will begin withholding the required amount from the employee's wages starting with the pay period ending [Date] and will remit payments as instructed.
- **Not Employed:** The individual is not currently employed by [Company Name].
[Optional: Employment ended on Date].
- **Prior Liens:** The individual's wages are currently subject to a prior garnishment/child support order which takes precedence. We will notify you once that obligation is satisfied.

The enclosed "Part 3" of the levy form has been completed by the employee regarding their filing status and exemptions.

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

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]