

[Date]

[Issuing Agency or Court Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**RE: Notice of Incomplete Garnishment Order**

Case Number: [Case Number]

Debtor Name: [Employee Full Name]

Social Security Number (Last 4 digits): [XXX-XX-0000]

To Whom It May Concern,

We have received a garnishment order/withholding notice regarding the above-referenced individual. However, upon review, we find that the documentation provided is incomplete or lacks the necessary information required to process the request accurately.

Specifically, the following information is missing or unclear:

- [List missing item, e.g., Missing Social Security Number]
- [List missing item, e.g., Unclear total amount to be withheld]
- [List missing item, e.g., Missing signature or official seal]
- [List missing item, e.g., Missing payment remittance address]

Due to these omissions, we are unable to implement the garnishment at this time. Please provide the corrected or missing information so that we may fulfill our legal obligations regarding this matter.

You may send the updated documentation to the following address:

[Company Name]

Attn: [Payroll/Legal Department]

[Company Address]

[City, State, Zip Code]

If you have any questions, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]