

[Your Name/Organization Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Recipient Name/Claimant Name]  
[Street Address]  
[City, State, Zip Code]

**RE: Response to Inquiry Regarding Apportionment of Garnished Joint Account**

**Account Number:** [Last four digits of Account Number]

**Case Reference:** [Case/Reference Number]

Dear [Recipient Name],

We have received your inquiry dated [Date of Inquiry] regarding the apportionment of funds in the above-referenced joint account following the garnishment order served on [Date of Garnishment].

According to our records, the account is held jointly by [Name of Debtor] and [Name of Non-Debtor]. Under applicable laws and regulations, when a garnishment order is served on a joint account, we are required to freeze the funds up to the amount specified in the order unless a legal exemption or apportionment claim is validated.

To process your request for apportionment and to determine the ownership of the funds, please provide the following documentation within [Number] business days:

- Evidence of the source of deposits for the past [Number] months (e.g., pay stubs, social security statements).
- A signed affidavit stating the percentage of funds contributed by each account holder.
- Any existing written agreements regarding the ownership or use of funds in this account.

Please note that until a court order is received or a legal determination is made regarding the apportionment, the funds will remain held in accordance with the garnishment summons. Once the requested documentation is reviewed, we will notify all parties of the next steps or if additional information is required from the court.

Should you have any questions, please contact our legal department at [Phone Number].

Sincerely,

[Signature]  
[Typed Name]  
[Title/Position]