Date: [Insert Date]

To: [Account Holder Name]
Address: [Insert Address]
Account Number(s): [Insert Last 4 Digits of Account Numbers]

Subject: Notice of Account Freeze and Garnishment

Dear [Account Holder Name],

This letter serves as formal notification that [Financial Institution Name] has received a legal order to garnish funds from your account(s). This order was issued by [Name of Court or Taxing Authority] under Case/Reference Number: [Insert Number].

As a result of this legal requirement, we have taken the following actions:

- **Account Status:** A hold has been placed on your account(s) listed above.
- **Amount Garnished/Frozen:** $[Insert Amount]
- **Effective Date:** [Insert Date]

During this period, you will be unable to withdraw or transfer funds up to the amount specified in the order. Any checks or pre-authorized debits presented against frozen funds may be returned unpaid, and applicable non-sufficient funds (NSF) fees may apply.

If you believe this garnishment is in error, or if you wish to claim an exemption under state or federal law, you must contact the [Name of Creditor/Agency] or the court listed in the order directly. The bank is legally obligated to comply with the order until we receive a formal release or modification from the issuing authority.

Creditor Information:
Name: [Insert Creditor Name]
Phone: [Insert Creditor Phone Number]

If you have questions regarding our processing of this order, please contact our Legal Compliance Department at [Insert Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Financial Institution Name]