

[Date]

[Recipient Name / Agency Name]

[Department, if applicable]

[Street Address]

[City, State, Zip Code]

RE: Notice of Insufficient Funds for Levy Execution

Reference Number: [Account or Case Number]

Levy Amount Requested: \$[Amount]

Dear [Recipient Name or Contact Person],

We are writing in response to the Notice of Levy received by our institution on [Date of Receipt] regarding the account(s) held by [Name of Account Holder].

Upon review of the records, we must inform you that we are unable to satisfy the levy request at this time. The reason for this is as follows:

[Select the applicable reason:]

- The account(s) contain insufficient funds to cover the levy amount.
- The current balance in the account(s) is \$0.00.
- The account(s) associated with this individual/entity have been closed.

As of [Current Date], the total amount available and being withheld (if any) is \$[Amount currently held].

Please update your records accordingly. Should you have any questions or require further documentation, please contact our office at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Institution Name]