

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
[Date]

**RE: NOTICE OF GARNISHMENT / ACCOUNT FREEZE**

Customer Name: [Customer Full Name]  
Account Number(s): [Last 4 Digits of Account Numbers]  
Reference Number: [Case or Order Number]

Dear [Customer Name],

This letter is to formally notify you that [Bank Name] has received a legal order (Garnishment, Levy, or Attachment) issued by [Name of Issuing Court or Agency] regarding the funds in your account(s).

**Action Taken:**

In compliance with this legal order, we have placed a hold on funds in the amount of \$[Amount] as of [Date]. These funds are currently unavailable for withdrawal, checks, or electronic transfers.

**Garnishment Details:**

- **Judgment Creditor:** [Name of Party Seeking Money]
- **Total Amount Owed:** \$[Total Amount]
- **Administrative Fee:** \$[Fee Amount, if applicable]

**Your Rights:**

Certain funds may be exempt from garnishment under state or federal law (such as Social Security, Disability, or Veterans benefits). To claim an exemption or contest this order, you must contact the issuing court or agency directly at the following address:

[Court/Agency Name]  
[Court/Agency Address]  
[Phone Number]

The bank is legally required to comply with this order unless we receive a formal Release of Garnishment from the court or the judgment creditor. If you have any questions regarding your account status, please contact our Legal Processing Department at [Phone Number].

Sincerely,

[Bank Representative Name/Department]  
[Bank Name]