

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Tax Garnishment - Account Number: [Last 4 Digits of Account]

Dear [Customer Name],

We are writing to inform you that [Company Name] has received a formal Tax Garnishment Order from [Name of Taxing Authority, e.g., IRS or State Dept of Revenue] regarding your outstanding tax liabilities.

In compliance with this legal order, we are required to withhold funds from your [paycheck/account] as follows:

- **Order Reference Number:** [Reference Number]
- **Total Amount Owed:** \$[Amount]
- **Effective Date:** [Date]
- **Garnishment Amount:** [Amount or Percentage per period]

Please be advised that we are legally obligated to comply with this order until we receive an official "Release of Levy" or "Satisfaction of Garnishment" from the issuing agency. We cannot stop or modify these deductions without written authorization from [Name of Taxing Authority].

If you believe this order is in error or if you wish to negotiate a payment plan, you must contact the issuing agency directly at [Agency Phone Number].

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Phone Number]