

**Date:** [Insert Date]

**TO:** [Employee Name]

**SSN (Last 4):** [Insert XXX-XX-0000]

**Employee ID:** [Insert ID Number]

**RE: NOTICE OF RECEIPT OF GARNISHMENT / LEGAL ORDER**

Dear [Employee Name],

This letter serves as official notification that [Agency Name] has received a legal order to withhold funds from your pay. This order was issued by the following authority:

- **Issuing Entity:** [Name of Court or Federal Agency]
- **Case Number:** [Insert Case Number]
- **Type of Order:** [e.g., Federal Tax Levy, Administrative Wage Garnishment, Student Loan]
- **Date Received:** [Insert Date]

Pursuant to federal law and the instructions provided in the order, we are required to begin deductions from your gross disposable pay starting with the pay period ending [Insert Date].

**Withholding Details:**

- **Total Amount Owed:** [Insert Amount or "Per Statutory Formula"]
- **Amount to be Withheld per Pay Period:** [Insert Amount or Percentage]

Please note that [Agency Name] is legally obligated to comply with this order. We cannot modify or stop these deductions unless we receive a formal Release of Garnishment or an Amended Order directly from the issuing entity listed above.

If you believe this order is in error or you wish to dispute the amount, you must contact the issuing entity directly at [Insert Agency Phone Number/Contact Info]. The agency payroll office cannot provide legal advice or mediate disputes regarding the validity of this debt.

Sincerely,

[Authorized Signature]

[Name of Payroll/Human Resources Officer]

[Agency Name]

[Contact Phone Number]