

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

[Issuing Authority Name]
[Issuing Authority Address]
[City, State, Zip Code]

RE: Acknowledgment of Garnishment Order

Case Number: [Case Number]
Employee Name: [Employee Full Name]
Employee SSN (Last 4 digits): [XXX-XX-0000]

To Whom It May Concern,

This letter serves as formal acknowledgment that we have received the garnishment order dated [Date of Order] regarding the above-referenced employee.

We have processed this order and will begin withholding the specified amount of [Amount/Percentage] from the employee's wages starting with the pay period ending [Date]. Payments will be remitted to your office according to the schedule and instructions provided in the order.

Please note the following status of the employee:

- Current Employment Status: [Active / Terminated / On Leave]
- Estimated First Payment Date: [Date]

If you require any further information or if there are changes to this order, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]