

DATE: [Insert Date]

TO:

[Name of Court/Agency]

[Street Address]

[City, State, Zip Code]

RE: Case Number: [Insert Case Number]

FROM:

[Company Name]

[Payroll/Legal Department Address]

[City, State, Zip Code]

SUBJECT: NOTICE OF COMPLIANCE WITH GARNISHMENT ORDER

Dear Clerk of Court / Processing Officer,

This letter serves as formal notification that [Company Name] is in receipt of the Garnishment Order dated [Date of Order] regarding the following individual:

- **Employee Name:** [Full Name of Employee]
- **Employee ID/Last 4 SSN:** [Insert ID or XXX-XX-1234]

We wish to confirm our compliance with said order. Please be advised of the following actions taken:

1. **Verification:** The individual named above is currently employed by [Company Name].
2. **Withholding:** We have initiated the process to withhold the legally required amount from the employee's disposable earnings starting with the pay period ending [Date].
3. **Remittance:** Funds will be remitted to [Name of Recipient/Court] on a [Weekly/Bi-weekly/Monthly] basis in accordance with the instructions provided in the order.

Enclosed, please find the completed Garnishment Answer/Response form as required by the court.

If you require additional information or if there are changes to the total amount owed, please contact our payroll department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]