

[Date]

[Name of Issuing Court/Agency]

[Address line 1]

[Address line 2]

**Re: Notice of Non-Availability of Funds / Insufficient Funds**

**Case Name:** [Plaintiff Name] vs. [Defendant/Employee Name]

**Case Number:** [Case Reference Number]

**Garnishment Order Received Date:** [Date Order was Received]

To the Clerk of Court / Garnishing Agency,

We are in receipt of the Writ of Garnishment directed toward the property/wages of [Name of Individual].

Upon a diligent search of our records, we must report that we are unable to comply with the withholding requirements at this time for the following reason:

- The individual does not have an active account or maintained balance with this institution.
- The individual's current wages/assets are below the legal threshold for garnishment.
- The individual is no longer employed by this organization.
- The current balance in the account is zero (\$0.00).

As there are no funds available to satisfy the order at the time of service, no funds have been withheld or remitted.

Please update your records accordingly. Should the status of this individual change in a manner that allows for garnishment under this order, we will notify you as required by law.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company/Institution Name]

[Phone Number]