

[Date]

[Account Holder Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF LEGAL GARNISHMENT ON ACCOUNT [Account Number]

Dear [Account Holder Name],

This letter is to formally notify you that [Financial Institution Name] has received a legal order (Garnishment/Levy) issued by [Name of Court or Taxing Authority] regarding your account(s) held with us.

Garnishment Details:

- **Case Reference Number:** [Case Number]
- **Creditor/Plaintiff:** [Name of Creditor]
- **Amount Subject to Garnishment:** \$[Amount]
- **Date Received:** [Date Order was Served]

As required by law, we have placed a hold on the funds in your account up to the amount specified above. These funds will be withheld and/or remitted to the requesting party according to the instructions in the legal order unless we receive a formal release from the court or the initiating agency.

Please note that a processing fee of \$[Fee Amount] has been/will be debited from your account as permitted by your account agreement and local regulations.

We recommend that you contact the [Creditor/Court] directly if you wish to dispute this action or if you believe these funds are exempt from garnishment. We are legally obligated to comply with this order and cannot provide you with legal advice.

Sincerely,

[Name of Representative]

[Department Name]

[Financial Institution Name]