

Date: [Date]

To:

[Payroll Department/Employer Name]

[Company Address]

[City, State, Zip Code]

Re: Notice of Mutual Agreement to Suspend Wage Garnishment

Employee Name: [Employee Full Name]

Employee ID/SSN: [ID Number or Last 4 of SSN]

Case/Reference Number: [Case Number]

To Whom It May Concern,

This letter serves as formal notification that **[Creditor Name]** (the Creditor) and **[Employee Name]** (the Debtor) have entered into a voluntary agreement to suspend the current wage garnishment regarding the above-referenced case number.

Effective immediately, please stop withholding funds from the wages of [Employee Name] for the purpose of satisfying this specific debt. This suspension shall remain in effect until:

- [Date of Expiration] OR
- Further written notice is provided by the Creditor.

Any funds withheld but not yet remitted to the Creditor should be returned to the employee. This agreement does not vacate the original judgment, but acts as a stay on the collection through payroll deduction as long as the terms of the private payment arrangement are met.

Please confirm receipt of this notice and the date the last deduction was processed.

Sincerely,

[Creditor Representative Name]

[Creditor Company Name]

[Phone Number]

[Employee/Debtor Name]

[Phone Number]