

[Your Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Financial Institution Name]

[Legal Department/Garnishment Department]

[Address Line 1]

[City, State, Zip Code]

RE: LETTER OF REPRESENTATION AND NOTICE OF LEGAL COUNSEL

Judgment Debtor: [Name of Client/Company]

Account Number(s): [Last four digits of known accounts]

Case Number: [Court Case Number]

Judgment Creditor: [Name of Party who won the judgment]

To Whom It May Concern:

Please be advised that this office represents **[Name of Client]** (the "Judgment Debtor") regarding the post-judgment enforcement actions and the freeze currently placed on their accounts at your institution.

This letter serves as formal notice that all future communications, legal notices, and correspondence regarding the aforementioned accounts and any related garnishment or levy proceedings should be directed to the undersigned counsel at the address listed above.

We are currently reviewing the validity of the underlying judgment and the service of the restraining notice. We request that you provide our office with the following information immediately:

- The exact amount currently being held or restrained.
- A copy of the Restraining Notice, Writ of Execution, or Garnishment Order received by your institution.
- The date and time the freeze was implemented.
- Information regarding any accounts deemed exempt from restraint under state or federal law (e.g., Social Security, disability, or pension benefits).

Please acknowledge receipt of this letter. If you have already processed a turnover of funds to the Judgment Creditor or a Sheriff/Marshal, please provide confirmation of that transaction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]