

**Date:** [Current Date]

**To (Judgment Debtor):**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO INITIATE WAGE GARNISHMENT**

**Court:** [Name of Court]

**Case Number:** [Case Number]

**Judgment Date:** [Date Judgment was Entered]

**Total Amount Owed:** \$[Total Amount Due, including interest/costs]

To [Debtor Name],

This letter serves as formal notice that a judgment was entered against you in the above-referenced case. As of this date, the balance remains unpaid.

Because you have failed to satisfy this debt, notice is hereby given that we intend to initiate legal proceedings to garnish your wages. This process will involve a court order requiring your employer, [Employer Name], to withhold a portion of your earnings to be applied toward the balance of this judgment.

You can prevent this action by taking one of the following steps within [Number] days from the date of this letter:

- Paying the full judgment balance of \$[Amount].
- Contacting our office to establish a mutually agreeable written payment plan.

If we do not receive payment or hear from you by [Deadline Date], we will proceed with the garnishment application without further notice to you. Please be advised that additional court costs and interest may be added to your total balance as a result of further legal action.

Please remit payment to:

[Creditor or Firm Name]

[Payment Address]

[City, State, Zip Code]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]