

NOTICE OF INTENT TO LEVY BANK ACCOUNT

Date: [Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Re: Final Notice Before Legal Collection Action

Case Number: [Court Case Number]
Judgment Amount: \$[Amount]
Current Balance Due: \$[Total Amount including Interest/Costs]

Dear [Debtor Name],

This letter serves as a formal warning regarding the unsatisfied judgment entered against you on [Date of Judgment] in the [Name of Court].

To date, we have not received payment to satisfy this debt. As a result, we are prepared to initiate a **Bank Levy**. This legal process allows us to instruct the Sheriff or authorized officer to seize funds directly from your checking, savings, or investment accounts to satisfy the judgment balance.

Once a levy is served on your financial institution, your funds will be frozen immediately, and you may incur additional bank fees. You may also lose access to these funds until the debt is paid in full.

HOW TO PREVENT THIS ACTION:

To stop the commencement of the bank levy, you must take one of the following actions within [Number] days of the date of this letter:

1. Pay the full balance of \$[Total Amount] via [Accepted Payment Methods].
2. Contact our office at [Phone Number] to establish a formal, written payment arrangement.

If we do not hear from you or receive payment by [Deadline Date], we will proceed with the levy without further notice to you.

Sincerely,

[Your Name/Company Name]
[Your Phone Number]
[Your Address]