

**DATE:** [Date]

**SENT VIA:** [Certified Mail / Regular Mail]

**RE:** NOTICE OF INTENT TO GARNISH WAGES

**TO:**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**JUDGMENT DETAILS:**

- **Court:** [Court Name]
- **Case Number:** [Case Number]
- **Judgment Date:** [Date of Judgment]
- **Current Balance Due:** \$[Total Amount]

Dear [Debtor Name],

As you are aware, a formal judgment was entered against you in the above-referenced case. To date, the balance remains unpaid.

This letter serves as formal notice that unless payment is received or a payment arrangement is established by [Deadline Date], we will proceed with a **Wage Garnishment**. This legal action will require your employer, [Employer Name], to withhold a portion of your earnings from each pay period to be applied toward this debt until the judgment is satisfied in full.

Garnishment proceedings may also result in additional court costs, interest, and legal fees being added to your existing balance.

To prevent this action, please choose one of the following options before the deadline:

1. Pay the full balance of \$[Total Amount].
2. Contact our office at [Phone Number] to negotiate a formal payment plan.

Please govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]