

DATE: [Current Date]

FROM:

[Name of Creditor/Agency]

[Department/Division]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

TO:

[Debtor Name]

[Address Line 1]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO LEVY AND NOTICE OF YOUR RIGHT TO A HEARING

Account Number: [Account/Reference Number]

Total Amount Due: \$[Amount]

Our records indicate that despite previous notices, your account remains unpaid. This is a formal notice of our intent to levy your property and/or garnish your wages to satisfy this debt.

If the full amount is not paid or a formal payment arrangement is not established within [Number] days of the date of this letter, we will proceed with the following actions without further notice:

- **Wage Garnishment:** A portion of your wages will be withheld by your employer and sent to us until the debt is paid in full.
- **Bank Levy:** Funds held in your checking or savings accounts will be seized.
- **Asset Seizure:** Legal action may be taken to seize other personal property or place liens against real estate.

YOUR RIGHT TO A HEARING:

You have the right to request a hearing to appeal this action. To exercise this right, you must submit a written request for a hearing by [Deadline Date].

To prevent these actions, please pay the full amount due immediately or contact our office at [Phone Number] to discuss payment options.

Sincerely,

[Authorized Signature]

[Printed Name/Title]

[Agency/Organization Name]