

DATE: [Date]

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

RE: NOTICE OF INTENT TO FILE WAGE GARNISHMENT ORDER

Dear [Debtor Name],

This letter serves as formal notice that [Creditor Name] intends to file a Wage Garnishment Order against your earnings to satisfy the outstanding judgment entered against you on [Date of Judgment] in the case of [Court Name/Case Number].

As of the date of this letter, the total amount due is \$[Total Amount Due], which includes the original judgment, accrued interest, and legal costs.

Unless payment is received in full or a formal payment arrangement is established within [Number] days from the date of this notice, we will proceed to serve your employer, [Employer Name], with a garnishment order. This order will require your employer to withhold a portion of your wages and remit them directly to [Creditor Name/Court] until the debt is paid in full.

To prevent this action, please contact our office immediately at [Phone Number] or send payment to the address below:

[Payment Mailing Address]
[City, State, Zip Code]

Please govern yourself accordingly.

Sincerely,

[Your Name/Authorized Representative]
[Company Name]
[Phone Number]