

FINAL NOTICE OF INTENT TO LEVY AND NOTICE OF YOUR RIGHT TO A HEARING

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Intent to Execute Bank Levy

Account Number: [Insert Account/Case Number]

Total Amount Due: \$[Insert Amount]

This is a formal notice that you have failed to pay the outstanding balance owed to [Creditor/Agency Name]. Despite previous requests for payment, our records indicate that an unpaid balance remains.

NOTICE OF ACTION: If we do not receive the full amount due or an approved payment arrangement by [Deadline Date], we will proceed with a bank levy. This means we will legally instruct your financial institution to freeze and turn over funds held in your accounts to satisfy this debt.

HOW TO PREVENT THIS ACTION: To stop the execution of this levy, you must take one of the following actions immediately:

- Pay the full amount listed above.
- Contact our office at [Phone Number] to establish a formal payment agreement.
- Provide proof that this debt has already been paid or is subject to bankruptcy stay.

YOUR RIGHT TO A HEARING: You may have the right to request a collection due process hearing. If you wish to dispute this action or claim an exemption, you must file a written request by [Hearing Request Deadline].

Please give this matter your immediate attention to avoid the freezing of your bank accounts.

Sincerely,

[Authorized Signature]

[Printed Name/Title]

[Department Name]

[Contact Phone Number]