

Date: [Insert Date]

To: [Bank Name/Financial Institution]
Legal Department/Garnishment Division
Address: [Bank Address]
City, State, Zip: [City, State, Zip]

From: [Creditor Name or Law Firm]
Address: [Creditor Address]
Phone: [Phone Number]

RE: NOTICE OF LEVY AND EXECUTION

Judgment Debtor: [Name of Debtor/Account Holder]
Social Security Number / Tax ID (if known): [ID Number]
Account Number (if known): [Account Number]
Court Case Number: [Case Number]
Judgment Amount Remaining: \$[Amount]

To Whom It May Concern,

Pursuant to the Writ of Execution issued by the [Name of Court] on [Date of Writ], you are hereby commanded to levy upon and garnish all funds, credits, and property currently held by your institution belonging to the Judgment Debtor named above.

Instructions to the Bank:

- Immediately freeze all accounts, including checking, savings, and certificates of deposit, in the name of the Debtor up to the total amount of \$[Total Amount Due].
- Within [Number] days, provide a written response confirming the existence of such accounts and the amount of funds being held.
- Remit the non-exempt funds to the [Sheriff's Office/Clerk of Court/Judgment Creditor] as required by state law and the attached Writ.

Please note that this levy is effective immediately upon receipt of this notice. Failure to comply with this execution may result in legal action against your institution for the full amount of the judgment.

Please find the following documents enclosed:

- Certified Copy of the Writ of Execution
- Notice of Exemptions (as required by law)
- Applicable Processing Fee (if required)

Thank you for your prompt cooperation in this matter.

Sincerely,

[Signature]

[Printed Name]

[Title: e.g., Attorney for Creditor / Judgment Creditor]