

**URGENT: PRE-EXECUTION NOTICE OF BANK LEVY**

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF INTENT TO LEVY BANK ACCOUNT(S)

Case Number: [Insert Case/Account Number]

Total Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notification that our records indicate a delinquent balance of \$[Insert Amount] remains unpaid. Despite previous attempts to collect this debt, we have not received payment or a valid proposal for resolution.

**FINAL NOTICE:** If full payment is not received within [Insert Number, e.g., 10] days from the date of this letter, we will proceed with the execution of a **Bank Levy**. This legal action will result in the freezing and seizure of funds currently held in your accounts at [Name of Financial Institution, if known] or any other financial institution identified under your name and Social Security Number/Tax ID.

Once a levy is executed, your bank is legally required to hold the funds, which may result in returned checks, overdraft fees, and loss of access to your capital.

To prevent this action, you must immediately:

- Remit the full balance of \$[Insert Amount] via [Insert Payment Method]; or
- Contact our office at [Insert Phone Number] to establish a formal repayment agreement.

Please give this matter your immediate attention to avoid the costs and consequences of legal execution.

Sincerely,

[Your Name/Representative Name]

[Company/Agency Name]

[Contact Phone Number]