

URGENT: FINAL NOTICE BEFORE LEVY

Date: [Date]

Notice Number: [Notice Number]

Account ID: [Account ID/Social Security Number]

From:

[Agency/Organization Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

To:

[Debtor Name]

[Street Address]

[City, State, Zip Code]

NOTICE OF DEFAULT AND INTENT TO LEVY BANK ACCOUNT

This letter serves as official notification that you are in default on your financial obligations to [Agency/Organization Name]. Despite previous requests for payment, our records indicate an outstanding balance remains unpaid.

Total Amount Due: \$[Total Amount]

If the full amount listed above is not received within [Number of Days, e.g., 30] days from the date of this letter, we intend to initiate a levy against your bank account(s). This means we will instruct your financial institution to freeze and remit funds from your accounts to satisfy this debt, as authorized by [Applicable Law/Statute].

To prevent this action, you must perform one of the following immediately:

- Pay the full amount due via [Payment Method].
- Contact our office at [Phone Number] to establish a formal installment agreement.
- Provide proof that this debt has already been satisfied or is in error.

Failure to respond by [Deadline Date] will result in the commencement of the levy process without further notice. Please be advised that your bank may also charge you administrative fees for processing a levy.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]