

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**RE: NOTICE OF INTENT TO EXECUTE BANK LEVY**

Case Number: [Insert Case Number]  
Judgment Amount: \$[Insert Amount]  
Current Balance Due: \$[Insert Total Amount including interest/costs]

Dear [Debtor Name],

This letter serves as formal notice that as of [Date], you have failed to satisfy the judgment entered against you in the above-referenced case.

Despite previous requests for payment, the debt remains unpaid. Consequently, we are proceeding with a Bank Levy to recover the full amount owed. We will be instructing the [Sheriff's Office/Authorized Official] to serve a Writ of Execution on your banking institution(s) to freeze and seize available funds in your accounts to satisfy this debt.

To prevent the execution of this levy and the potential freezing of your accounts, you must submit the full payment of \$[Total Amount] to our office no later than [Deadline Date/Time].

Please remit payment to:

[Your Name/Company Name]  
[Payment Address]  
[Accepted Payment Methods]

If you have already sent payment or have filed for bankruptcy protection, please contact our office immediately at [Phone Number] to provide the relevant documentation.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]