

Date: [Date]

TO:

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

FROM:

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

RE: NOTICE OF INTENT TO INITIATE GARNISHMENT PROCEEDINGS

Dear [Debtor Name],

This letter serves as formal notice regarding your outstanding debt in the amount of \$[Total Amount Owed]. This debt is based on [Judgment Case Number/Account Number] issued on [Date of Judgment].

To date, we have not received the required payment to satisfy this obligation. Please be advised that if the full balance is not paid within [Number of Days, e.g., 10] days from the date of this letter, we intend to initiate legal garnishment proceedings without further notice.

If initiated, garnishment may apply to:

- Your wages, salaries, or commissions;
- Your bank accounts; and
- Any other assets or property held by third parties.

You may also be held liable for additional court costs, legal fees, and interest accrued during this process.

To prevent this action, please remit payment in full or contact our office immediately at [Phone Number] to discuss a formal payment arrangement.

Sincerely,

[Signature]
[Your Printed Name]
[Title/Organization]