

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Date]

RE: Notice of Garnishment / Notice of Levy

To: [Account Holder Name]
[Account Holder Address]
[City, State, Zip Code]

Account Number: [Last 4 digits of Account Number]

Dear [Account Holder Name],

This letter is to formally notify you that [Bank Name] has received a legal order to garnish funds from your bank account(s). This order was issued by [Name of Court or Agency] in the case of [Plaintiff/Creditor Name] vs. [Defendant/Debtor Name], Case Number [Case Number].

Action Taken:

Pursuant to this legal order, we have placed a hold on funds in your account in the amount of \$[Amount]. These funds are no longer available for your use and may be transferred to the creditor or the court as required by law.

Garnishment Details:

- Total Amount Requested: \$[Total Amount]
- Processing Fee (if applicable): \$[Fee Amount]
- Effective Date: [Date Order Received]

Your Rights:

Certain types of income may be exempt from garnishment under federal or state law (e.g., Social Security benefits, Supplemental Security Income, Veterans benefits, or certain pension payments). If you believe these funds are exempt, you must file a claim with the court or agency listed below immediately.

Contact Information:

For questions regarding the underlying debt or to contest this garnishment, please contact:
[Creditor or Attorney Name]
[Phone Number]
[Address]

For questions regarding your account status at this bank, you may contact our Customer Service department at [Bank Phone Number].

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]