

Date: [Insert Date]

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

RE: NOTICE OF PENDING GARNISHMENT

Creditor: [Creditor Name]
Case Number: [Court Case Number]
Current Balance Due: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that a judgment was previously entered against you in the court listed above. Because the debt remains unpaid, we are initiating the process to garnish your [wages/bank account/assets] to satisfy this debt.

Unless the full amount indicated above is paid or a formal payment arrangement is established by [Deadline Date], a writ of garnishment will be served upon your [Employer/Bank Name]. This will result in the legal withholding of funds until the judgment, including applicable interest and legal fees, is paid in full.

To prevent this action, please contact our office immediately at [Phone Number] or send payment to the address listed below.

If you believe this debt has been paid or if you have filed for bankruptcy, please provide documentation immediately to halt this process.

Sincerely,

[Your Name/Company Name]
[Your Address]
[Your Phone Number]