

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Name of Garnishee - e.g., Bank or Employer Name]

[Garnishee Address]

[City, State, Zip Code]

**RE: Writ of Garnishment**

**Judgment Creditor:** [Your Name or Client Name]

**Judgment Debtor:** [Name of Person Who Owes Money]

**Case Number:** [Court Case Number]

To the Garnishee Agent:

Enclosed please find a Writ of Garnishment issued by the [Name of Court] regarding the above-referenced matter. You are being served with this Writ as a Garnishee because you are believed to be in possession of property, funds, or wages belonging to the Judgment Debtor.

Pursuant to state law and the instructions attached to the Writ, you are required to:

- Immediately freeze all non-exempt assets or wages held for the Debtor up to the amount specified in the Writ.
- Complete the enclosed Garnishee's Answer/Disclosure form.
- File the original Answer with the Court and mail a copy to the Judgment Creditor at the address listed above within [Number of Days] days of service.

Also enclosed is the required process server/service fee in the amount of \$[Amount].

Failure to respond to this Writ within the statutory timeframe may result in a default judgment being entered against you for the full amount of the debt.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: Writ of Garnishment, Garnishee Answer Form, Service Fee.