

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re: **vs.**
 County Court
No.

Dear :

I was recently contacted by the law firm of regarding the garnishment against . Previously we provided you with an Order to turn over funds submitted by the firm. Their records indicate an account balance of \$ still due.

Please let me know if is still employed with , and if so, when you expect to make further disbursements under the garnishment. Similarly, if is no longer employed, please let me know so that I can provide this information to .

If you prefer, you may contact , Legal Assistant, Firm., Address , City, State Zip Code or contact her at regarding this matter.

Sincerely,

BY:

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