

Wage Garnishment Adjustment Request

Date: [Insert Date]

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

To: [Recipient's Name]
[Company Name]
[Company Address]
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request an adjustment to the current wage garnishment being applied to my paycheck. My name is [Your Full Name], and my employee ID is [Employee ID Number].

Due to [briefly explain the reason for the request, e.g., change in financial circumstances, previous overpayment, etc.], I would like to request a review of my garnishment amount. I believe my current financial situation warrants a reassessment.

Please find attached [list any documents you are including, such as pay stubs, bank statements, etc.] to support my request.

I appreciate your attention to this matter and look forward to your prompt response. You may reach me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,
[Your Name]