

Tax Refund Garnishment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your tax refund for the tax year [Insert Year] has been subject to garnishment. This action has been taken due to [explain reason, e.g., outstanding debts, child support, etc.].

The details of the garnishment are as follows:

- **Garnishment Amount:** \$[Insert Amount]
- **Creditor:** [Insert Creditor Name]
- **Reference Number:** [Insert Reference Number]

Please note that the remaining balance of your tax refund will be issued to you shortly after the garnishment is completed. If you have any questions or wish to dispute this garnishment, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]