Date

Dear Mr. John,

It is to notify you that as per the court orders, we must garnish your wages for a year or till you repay the remaining loan amount, that you owe to the ABC bank. There will be a 10% cut every month, effective from 1st July 20XX.

On 8th August 20XX, you took a loan from the ABC bank, and you have not paid even a single installment back to them. They approached the court, and due to your unstable financial position, as per the article [X], the court has ordered your employer to make this garnishment effective.

The salary would not be cut in any month, if you or your closest family member suffers from a medical emergency in that month, that costed up to $[X].

We must process and channelize the deducted amount to the government payroll system, the fee of which is $70, and will also be deducted from your salary. The total basic salary that you be receiving for the year will equal $[X].

If you can arrange the funds sooner, you can request the court to end the garnishment order. We apologize that we cannot stop your salary garnishing, as we have received the court orders. We are attaching those for you to see as well.

If you need any assistance or documents, as an evidence, to present in the court, please contact us at [X].

We regret the inconvenience.

Thank you.

Regards,

Laura Watson.