

June 20, 2019

EMPLOYER NAME

Attention: Payroll Manager
123 Company St
City, Province
Postal Code

Dear Sir or Madam:

RE: Your Municipality Name v. D. Fendant
Oshawa Small Claims Court #: 838/19
POA File No. 2860 999 xx xxxx xx
Date of Birth: dd/mm/yy

Enclosed please find a Notice of Garnishment and Garnishee's Statement regarding your employee, D. Fendant. These documents are served upon you pursuant to the Rules of Civil Procedure.

Please review this documentation. If you will not be making payment of the full amount claimed, you must fill in the Garnishee's Statement and serve a copy of same upon this office (the agent for the creditor) and file a copy in the court file. This Notice of Garnishment remains in effect for a period of six (6) years unless you are served with a Notice of Termination of Garnishment prior to that time.

If you have any questions concerning this procedure or if we can assist you in any way, please contact our offices.

Yours very truly

Manager, Collections

Encls.