

Date

Defendant Name

Address

City/State/Zip

Dear Defendant Name,

Court name Court of County Name County, Texas in Case #, Plaintiff vs. Defendant issued a judgment on Judgment Date in favor of Plaintiff or Defendant

The court has issued a WRIT OF TYPE OF WRIT directing this office to recover the judgment amount and all other costs awarded by the court. If we are unable to recover the full amount in cash, we are further ordered to seize and sell your assets to satisfy this judgment. The total amount due is \$Amount due if payment is made by Date due. Payment after this date will incur additional costs.

To avoid seizure of your property, contact me upon receipt of this letter. My phone number is Phone #. Payment should be made in the form of a CASHIERS CHECK OR MONEY ORDER in the amount of \$Amount due, made payable to Elected Official for proper disbursement to creditors named in the judgment.

Yours truly,

Officer Name

Title

