

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: In re:
Case No.

Dear :

Enclosed please find a copy of the Proof of Claim which we filed on behalf of in the above referenced bankruptcy.

Should you have any questions or if we can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:
Enclosure