

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

DATE

NAME  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP CODE

**Re:**  
**Account No.**

Dear :

Enclosed herewith please find a copy of the Discharge of Debtor and Order Approving Trustee's Report of No Distribution and Closing Estate.

If you have any questions, please do not hesitate to call.

Sincerely,

BY:

:  
Enclosure