

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: Bankruptcy Case No.:

Dear :

Please consider this my request to have my name removed from the mailing matrix in the above referenced bankruptcy proceeding. I have not represented in this matter since leaving the Firm approximately three years ago. It is my understanding that continues to represent .

If it is necessary for me to file a formal motion, please let me know and I will be happy to do so.

Sincerely,

by:

/ cc: