

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

D A T E

Name
U.S. Bankruptcy Clerk
Address
Address
City, State Zip Code

Re: N A M E
BANKRUPTCY #

Dear :

Please place the following name and address on the mailing matrix in the above referenced bankruptcy proceeding as counsel of record for Company:

Name of Company
Address Line 1
Address Line 2
City, City Zip Code
Phone: () -

I have enclosed the original and two copies of the Appearance of Counsel on the above referenced bankruptcy proceeding. Please return to me a stamped "filed" copy in the enclosed self-addressed stamped envelope.

If you have any questions or comments, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

:
Enclosures