

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: N A M E
Bankruptcy No.

Dear N A M E:

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

N A M E
Attorney for N A M E
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E
Phone:

I have enclosed the original and two copies of the Appearance of Counsel on the above-reference 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 yours,

N A M E

Enclosure