

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: Name

Dear Name:

Enclosed herewith please find a Notice of the United States Bankruptcy Court, Name District of Name, Name Division, regarding the bankruptcy filed by Name. The filing of the bankruptcy invokes the automatic stay provision of the Bankruptcy Code and prevents us from taking any further actions to collect from the Name.

The Name have filed a Chapter 7 liquidation which means that the Bankruptcy Court will sell their non-exempted assets, if any, and use the proceeds to pay creditors. In order to get a pro rata share of any money in the bankruptcy estate, you must file a Proof of Claim before Date. It is my guess that the Name do not have any non-exempted assets. Therefore, I doubt that there will be any distribution to creditors. However, if you would like for me to file a Proof of Claim on your behalf in order to make sure that you get a portion of any money paid from the bankruptcy estate, I will be happy to do so.

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

Sincerely,

Name

BY:

Name

/  
Enclosure