

Notification of Bankruptcy

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Supplier's Name],

We are writing to inform you that [Your Company Name] has filed for bankruptcy under Chapter [XX] bankruptcy. This decision was not made lightly, and we have explored all possible avenues to continue our business operations.

As a valued supplier, we want to ensure transparency regarding this matter. At this time, we are working with our legal team to address our financial responsibilities and obligations. We kindly ask for your understanding and cooperation during this challenging period.

If you have outstanding invoices or questions regarding our current status, we encourage you to reach out to us at [Email Address] or [Phone Number]. We appreciate your continued support and understanding as we navigate through this process.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]