

# Bankruptcy Case Filing Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## **RE: Bankruptcy Case Filing**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you that [Company Name] has filed for bankruptcy under Chapter [7/11/13] of the Bankruptcy Code on [Filing Date]. This decision was made in light of our current financial situation, and we believe it is in the best interest of our stakeholders.

The case has been assigned to [Trustee's Name], who will manage the proceedings. The case number is [Case Number]. Please direct all future correspondence regarding this matter to our attorney, [Attorney's Name], at [Attorney's Contact Information].

We appreciate your understanding and support as we navigate this challenging period. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]