

Bankruptcy Case Filing Letter

[Your Non-Profit Organization's Name]

[Your Non-Profit Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bankruptcy Court's Name]

[Court's Address]

[City, State, Zip Code]

Subject: Filing for Bankruptcy under Chapter [X]

Dear [Court Clerk's Name],

I am writing to formally submit the bankruptcy filing for [Your Non-Profit Organization's Name], under Chapter [X]. This decision has been made after careful consideration of our current financial situation and the inability to meet our obligations.

Enclosed are the necessary documents required for this filing, including:

- Bankruptcy petition
- Statement of financial affairs
- Schedules of assets and liabilities
- List of creditors
- Exhibits supporting our case

We respectfully request that the court accepts this filing and grants the appropriate relief. We are committed to working through this process to protect the mission of our organization and to our creditors.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Non-Profit Organization's Name]