

Bankruptcy Claim Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that our company, [Your Company Name], has filed for bankruptcy under Chapter [insert chapter number] on [insert filing date]. As a result, we are notifying all creditors about the commencement of these proceedings.

If you believe you have a claim against our company, please complete the attached claim form and submit it by [insert submission deadline] to ensure consideration in the bankruptcy process.

Please direct any questions regarding this notification or the bankruptcy process to our legal counsel at [insert contact information].

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]