

Bankruptcy Claim Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Financial Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that [Debtor's Name], with account number [Account Number], has filed for bankruptcy under Chapter [X] of the Bankruptcy Code on [Filing Date]. As a result, we request that you provide us with details regarding any outstanding claims or balances associated with this account.

Please include the following information in your response:

- Current balance as of the filing date
- Any pending transactions or assessments
- Documentation supporting your claim

We appreciate your prompt attention to this matter and request that you send your response by [Response Deadline]. If you have any questions, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]