

Bankruptcy Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Person],

I am writing to formally notify your agency of my bankruptcy filing under Chapter [Insert Chapter] of the Bankruptcy Code on [Insert Filing Date]. The case number assigned to my bankruptcy case is [Insert Case Number].

As a result of this filing, I kindly request that you cease any collection actions or proceedings against my assets, as mandated by the automatic stay provision under 11 U.S.C. SS 362. I have included a copy of the bankruptcy petition and notice for your records.

Please direct all future correspondence regarding this matter to my attorney, [Attorney's Name], whose contact information is [Attorney's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]