

# Bankruptcy Claim Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you that [Your Company's Name] has filed for bankruptcy protection under Chapter [Insert Chapter] of the Bankruptcy Code on [Insert Filing Date]. This decision was not made lightly and is a necessary step toward restructuring our financial obligations.

As a valued vendor, we want to keep you informed about this situation and how it may affect our ongoing business relationship. We acknowledge that there may be outstanding invoices and we are working diligently to address all necessary claims through the bankruptcy process.

Please ensure that any claims for past due amounts are submitted to the bankruptcy court by the filing deadline of [Insert Deadline Date]. You may need to provide documentation to support your claim.

We appreciate your understanding during this challenging time and hope to maintain a positive relationship moving forward. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]