

# Bankruptcy Notification Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that [Company Name] has filed for bankruptcy under Chapter [Insert Chapter] on [Insert Filing Date]. This decision was not made lightly, and we have explored all possible alternatives.

As a consequence, we are unable to continue our operations and fulfill our financial obligations. We are committed to ensuring that all legal requirements are followed during this process, and we will keep you updated on any relevant developments.

We appreciate your understanding and support during this challenging time. If you have any questions, please do not hesitate to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]