

Bankruptcy Notification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

We regret to inform you that [Your Company Name] has filed for bankruptcy under Chapter [Insert Chapter] in the [Insert Court Name] on [Insert Filing Date]. This decision was not made lightly, and it comes after considerable deliberation regarding our financial situation.

As we work through this process, we kindly ask for your understanding and cooperation. While we aim to settle all outstanding obligations, we acknowledge that the bankruptcy filing may affect our ability to meet these commitments in a timely manner.

We appreciate your past support and partnership. Please direct any questions or concerns regarding this notification to [Insert Contact Name] at [Insert Contact Email] or [Insert Contact Phone Number].

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email]