

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Claims Processing Agent or Clerk of Court]
[Address of Bankruptcy Court/Processing Center]
[City, State, Zip Code]

RE: Notice of Filing of Proof of Claim

Debtor: [Name of Bankrupt Corporation]

Case No: [Bankruptcy Case Number]

Chapter: [11 or 7]

To Whom It May Concern,

Please find enclosed the original and one copy of the Proof of Claim filed by [Your Name or Company Name] regarding the above-referenced bankruptcy proceedings.

This claim is being submitted for the amount of \$[Total Amount Owed], representing [briefly state basis, e.g., unpaid invoices, services rendered, or goods delivered] provided prior to the petition date. I have attached supporting documentation, including [list attachments, e.g., copies of invoices, contracts, or statements], as evidence of the debt.

Please file-stamp the enclosed extra copy of this letter and the Proof of Claim and return them to me in the provided self-addressed, stamped envelope for my records.

If you require any further information or documentation regarding this claim, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]

Enclosures:

1. Completed Proof of Claim (Official Form 410)
2. Supporting Documentation
3. Copy of Proof of Claim for Return
4. Self-Addressed Stamped Envelope