

[Bank Name]
[Legal Department/Claims Department]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Trustee Name or Bankruptcy Court Clerk]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Notice of Filing of Proof of Claim

Debtor: [Debtor Name]

Case Number: [Case Number]

Chapter: [Chapter Number]

To Whom It May Concern,

Please find enclosed the original and one copy of the Proof of Claim filed by [Bank Name] regarding the above-referenced bankruptcy matter.

This claim represents the outstanding balance owed to [Bank Name] as of the petition filing date. Attached to the Proof of Claim are supporting documents, including [List Documents, e.g., Promissory Note, Security Agreement, Statement of Account].

Kindly file the enclosed Proof of Claim in the court records. Please acknowledge receipt of this filing by date-stamping the enclosed extra copy of this letter and the claim form and returning them in the provided self-addressed, stamped envelope.

Should you have any questions or require additional information regarding this claim, please contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]
[Bank Name]

Enclosures: Proof of Claim; Supporting Documentation; Return Envelope