

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Financial Institution Name]
[Attention: Bankruptcy Department/Legal Department]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Notice of Filing of Proof of Claim

Debtor: [Debtor Name]
Case Number: [Bankruptcy Case Number]
Chapter: [Chapter 7/11/13]
Court: [District Court Name]

To Whom It May Concern,

Enclosed please find a copy of the Proof of Claim filed on behalf of [Creditor Name] in the above-referenced bankruptcy matter.

The Proof of Claim was electronically filed with the United States Bankruptcy Court for the [District Name] on [Date of Filing] and has been assigned Claim Number [Claim Number, if known].

This claim is based on [Brief Description of Debt, e.g., Outstanding Loan/Credit Card Balance] as of the petition date. Please update your records accordingly to reflect the filing of this claim and the specified amount.

If you have any questions regarding this filing or require additional documentation, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Enclosure: Copy of Proof of Claim (Official Form 410)