

**[Date]**

**[Recipient Name/Trustee Name]**

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Filing of Proof of Claim**

**Debtor:** [Debtor Name]

**Case Number:** [Case Number]

**Chapter:** [Chapter Number]

To the Legal Department/Trustee:

Please take notice that **[Your Company/Entity Name]** has formally filed a Proof of Claim in the above-referenced bankruptcy proceeding.

The details of the claim are as follows:

- **Claim Amount:** \$[Amount]
- **Date Filed:** [Date]
- **Claim Number:** [Claim Number, if known]
- **Classification:** [Secured / Unsecured / Priority]

Attached to this letter are copies of the filed Proof of Claim (Official Form 410) and all supporting documentation regarding the debt owed.

Please update your records to ensure that all future notices, distributions, and correspondence related to this case are directed to the undersigned at the address provided below.

Should you require any additional information or documentation regarding this filing, please contact our legal department directly.

Sincerely,

[Your Signature]

**[Your Printed Name]**

[Your Title/Position]

[Your Company Name]

[Phone Number]

[Email Address]