

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Debtor's Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Debtor Name]; Case No. [Bankruptcy Case Number]

Dear [Counsel Name],

Enclosed please find a copy of the Notice of Filing of Proof of Claim, which was filed on behalf of [Creditor Name] in the above-referenced bankruptcy matter on [Date].

The original Proof of Claim (Claim No. [Claim Number, if known]) was filed electronically with the United States Bankruptcy Court for the [District Name, e.g., Eastern District of New York].

Please contact me if you have any questions regarding this filing.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure