

DATE: [Insert Date]

TO: [Insert Borrower Name / Debtor Name]

[Insert Address]

[Insert City, State, Zip Code]

ATTENTION: [Insert Contact Person/Legal Department]

RE: Notice of Filing of Proof of Claim

Facility: [Insert Name of Loan Facility]

Agreement Date: [Insert Credit Agreement Date]

Case Number: [Insert Bankruptcy Case Number]

Dear [Insert Name],

This letter serves as formal notice that [Insert Name of Administrative Agent], in its capacity as Administrative Agent for and on behalf of the Lenders under the above-referenced Syndicated Loan Facility, has filed a Proof of Claim in the United States Bankruptcy Court for the [Insert District Name].

The details of the filing are as follows:

- **Claim Registration Date:** [Insert Date of Filing]
- **Claim Number:** [Insert Claim Number, if known]
- **Principal Amount:** [Insert Amount]
- **Interest and Fees:** [Insert Amount of Accrued Interest/Fees]
- **Total Claim Amount:** [Insert Total Amount]

The Proof of Claim represents the collective obligations owed by the Debtor to the syndicate of Lenders as of the Petition Date, including all outstanding principal, accrued interest, default interest (if applicable), and any other fees or expenses reimbursable under the Credit Agreement.

This notice is sent for informational purposes and in accordance with the notification requirements set forth in the Credit Agreement and applicable bankruptcy procedures. The Administrative Agent reserves all rights, remedies, and claims available under the Credit Agreement and applicable law.

Sincerely,

[Insert Authorized Signature]

[Insert Name and Title]

[Insert Name of Administrative Agent Bank]

CC:

[Insert Legal Counsel Name]

[Insert List of Syndicate Lenders, if applicable]