

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

[Date]

[Clerk of Court or Claims Processing Agent]
[United States Bankruptcy Court]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Notice of Filing of Proof of Claim

Debtor: [Debtor Name]

Case No: [Case Number]

Chapter: [Chapter Number, e.g., 7, 11, or 13]

Dear Clerk,

Enclosed for filing in the above-referenced bankruptcy matter, please find the original and one copy of the Proof of Claim (Official Form 410) on behalf of [Creditor Name] regarding an unsecured debt in the amount of \$[Amount].

Also enclosed is a self-addressed, stamped envelope. Please date-stamp the extra copy of the Proof of Claim and return it to my attention for our records.

Should you have any questions regarding this filing, please contact my office directly.

Sincerely,

[Signature]

[Printed Name]
[Title/Capacity]

Enclosures:

1. Proof of Claim (Form 410)
2. Supporting Documentation
3. Self-addressed, stamped envelope