

[Law Firm Letterhead]

[Date]

[Name of Financial Institution]

[Legal Department / Compliance Department]

[Street Address]

[City, State, Zip Code]

**RE: Notice of Representation and Formal Demand for Asset Freeze / Maintenance of Accounts**

**Debtor:** [Full Legal Name of Corporate Debtor]

**Case Number:** [Case Number]

**Chapter:** [Chapter 7/11/13]

**Tax ID/EIN:** [Tax ID Number]

**Account Number(s):** [List Account Numbers if known]

To Whom It May Concern,

Please be advised that this firm represents [Name of Client/Trustee/Debtor-in-Possession] in connection with the above-referenced bankruptcy proceeding filed on [Date of Filing] in the United States Bankruptcy Court for the [District Name].

Pursuant to 11 U.S.C. § 362(a), the filing of this bankruptcy petition operates as an automatic stay. This stay prohibits all entities from taking any action to exercise control over property of the estate or to recover claims against the Debtor that arose before the commencement of the case.

Consistent with the requirements of the Bankruptcy Code, you are hereby instructed to:

- Immediately place a freeze on all accounts held in the name of the Debtor to prevent unauthorized post-petition transfers.
- Refrain from exercising any right of set-off against these accounts without prior relief from the bankruptcy court.
- Maintain all funds in said accounts until you receive further instructions from this office, the appointed Trustee, or an Order from the Bankruptcy Court.
- Provide a current statement of account balance for all accounts as of the petition date.

Please direct all future correspondence regarding these accounts to the undersigned counsel. Failure to comply with the automatic stay may result in legal action and the imposition of sanctions by the Bankruptcy Court.

Thank you for your immediate attention to this matter.

Sincerely,

[Signature]  
[Name of Attorney]  
[Law Firm Name]  
[Phone Number]  
[Email Address]