

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Creditor Name]
[Creditor Address Line 1]
[Creditor Address Line 2]
[City, State, Zip Code]

RE: NOTICE TO CREDITORS AND UPDATE ON CLAIMS PERIOD

Dear [Creditor Contact Person/Claims Department],

This letter serves as formal notice regarding the status of [Estate Name or Company Name in Liquidation/Dissolution].

Please be advised of the following updates regarding the period for filing claims against the aforementioned entity:

- **Original Filing Deadline:** [Original Date]
- **Updated/Final Filing Deadline:** [New Date]
- **Status of Assets:** [Brief update, e.g., Liquidation in progress / Assets under review]

If you have already submitted a proof of claim, please acknowledge this update for your records. If you have not yet filed a claim and believe you are owed funds, you must submit all supporting documentation to the address listed above no later than the Updated Filing Deadline specified. Failure to file by this date may result in your claim being barred or disallowed.

All claims must include:

1. The total amount owed as of [Date].
2. Copies of invoices, contracts, or judgments supporting the debt.
3. Contact information for the claimant.

We appreciate your cooperation during this process. Should you have any questions, please contact [Name of Contact Person] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Executor, Receiver, or Trustee]