

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Bankruptcy Filing - Case No: [Case Number]

Dear [Client Name],

This letter is to formally notify you that [Your Company Name] filed a petition for relief under Chapter [7/11/13] of the United States Bankruptcy Code on [Date of Filing] in the [Name of District] Bankruptcy Court.

Impact on Services

[Detail here whether services will continue, be suspended, or be transitioned to another provider.]

Automatic Stay

As a result of this filing, an "automatic stay" is now in effect. This prevents the commencement or continuation of most actions against the company or its property for debts incurred prior to the filing date.

Proof of Claim

You will receive a formal notice from the Bankruptcy Court containing information regarding the meeting of creditors and instructions on how to file a Proof of Claim, if applicable. All future payments or claims related to services provided prior to [Date of Filing] will be handled through the court process.

Contact Information

If you have questions regarding your account or the status of ongoing projects, please contact [Contact Person Name] at [Email/Phone]. For legal inquiries regarding the bankruptcy proceedings, please contact our legal counsel: [Law Firm Name] at [Phone Number].

We appreciate your patience and cooperation during this reorganization process.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]