

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

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

Re: Notice of Bankruptcy Filing
Account Number: [Your Account Number]
Case Number: [Your Bankruptcy Case Number]

To Whom It May Concern:

Please be advised that I have filed a petition for bankruptcy under [Chapter 7 / Chapter 13] of the United States Bankruptcy Code in the [District Name] Bankruptcy Court.

The petition was filed on [Date of Filing] and assigned Case Number [Your Case Number].

Pursuant to the provisions of 11 U.S.C. § 362(a), an automatic stay is now in effect. You must immediately cease all collection efforts, including telephone calls, letters, billing statements, and any pending legal actions regarding this account.

I have enclosed a copy of the official Notice of Bankruptcy Case Filing for your records. All future correspondence regarding this debt should be directed to [my attorney, Name of Attorney, at Address / me at the address listed above].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Notice of Bankruptcy Case Filing