

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF BANKRUPTCY FILING AND AUTOMATIC STAY

Case Name: [Name of Pending Litigation]
Case Number: [Court Case Number for Pending Litigation]
Debtor Name: [Name of Party Filing Bankruptcy]

Dear [Opposing Counsel Name],

Please be advised that my client, [Debtor Name], filed a voluntary petition for relief under Chapter [7/11/13] of the United States Bankruptcy Code on [Date of Filing]. The bankruptcy case is currently pending in the United States Bankruptcy Court for the [District Name, e.g., Southern District of New York], Case No. [Bankruptcy Case Number].

Pursuant to 11 U.S.C. § 362(a), the filing of the bankruptcy petition operates as an automatic stay of the continuation of the above-referenced state/federal court litigation, including any efforts to collect, assess, or recover a claim against the debtor that arose before the commencement of the bankruptcy case.

Accordingly, please take notice that all proceedings in Case No. [Court Case Number] are stayed by operation of law. We request that you notify the court of this filing and cease all discovery, motions, and collection activities immediately.

Attached for your records is a copy of the Suggestion of Bankruptcy filed with the court and/or the Notice of Bankruptcy Case Filing.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Debtor Name]