

DATE: [Date]

TO:

[Creditor Name]

[Creditor Address]

[City, State, Zip Code]

RE: Notice of Bankruptcy Filing and Legal Representation

Debtor Name: [Client Name]

Account Number: [Account Number]

Case Number: [Bankruptcy Case Number]

Filing Date: [Date Filed]

Chapter: [Chapter 7/11/13]

To Whom It May Concern:

Please be advised that this office represents the above-named Debtor(s) regarding their bankruptcy proceedings filed in the United States Bankruptcy Court for the [District Name].

Pursuant to 11 U.S.C. § 362(a), an **Automatic Stay** is now in effect. You are hereby directed to cease all collection activities, including but not limited to:

- Telephone calls and written correspondence to the Debtor.
- Legal actions, lawsuits, or garnishments.
- Foreclosure proceedings or repossession of collateral.

All future communication regarding this account must be directed to our office at the address provided below. Do not contact our client directly.

Please update your records to reflect our representation and the filing of this bankruptcy case. If you have already received a formal notice from the Court, please ensure your internal collections department has been notified to stop all activity immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]