

DATE: [Date]

TO:

[Landlord Name/Property Management Company]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF BANKRUPTCY FILING AND AUTOMATIC STAY

Debtor: [Your Name or Business Name]

Leased Premises: [Full Address of Commercial Property]

Case Number: [Case Number]

Chapter: [e.g., 7, 11, or 13]

Date Filed: [Date of Filing]

Court: [U.S. Bankruptcy Court District, e.g., Southern District of New York]

Dear [Landlord Name],

Please be advised that [Your Name/Business Name] filed a voluntary petition for relief under Chapter [Chapter Number] of the United States Bankruptcy Code on the date listed above.

Pursuant to Section 362(a) of the Bankruptcy Code, the filing of this petition operates as an **automatic stay**. This stay prohibits all entities from commencing or continuing any actions to collect, assess, or recover claims against the debtor that arose before the filing of the case. This includes, but is not limited to:

- Commencing or continuing judicial or administrative proceedings.
- Attempts to evict the debtor or regain possession of the premises.
- The enforcement of any judgment obtained before the filing.
- Any act to collect, assess, or recover a claim against the debtor.

Please cease all collection efforts and legal actions regarding the lease for the premises mentioned above immediately. All future communications regarding pre-petition debts or the status of the lease should be directed to my bankruptcy counsel:

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]