

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Notice of Chapter [11/7] Bankruptcy Filing - [Your Company Name]

Dear [Contact Name or Accounts Receivable Department],

Please be advised that on [Date of Filing], [Your Company Name] filed a voluntary petition for relief under Chapter [11/7] of the United States Bankruptcy Code in the United States Bankruptcy Court for the [District Name, e.g., Southern District of New York]. The case number is [Case Number].

Pursuant to Section 362 of the Bankruptcy Code, an "automatic stay" is now in effect. This federal injunction prohibits creditors from taking any action to collect, assess, or recover claims against the company that arose prior to the filing date. This includes sending invoices for pre-petition debt, making collection calls, or initiating legal proceedings.

Status of Current Accounts:

Our records indicate an outstanding balance of \$[Amount] for goods or services provided prior to [Date of Filing]. This amount is now considered a "pre-petition claim." You will receive formal notice from the Bankruptcy Court regarding the deadline and procedures for filing a Proof of Claim to protect your interests.

Future Business Operations:

[Choose one option below]

[Option A: Chapter 11 Reorganization] We intend to continue our business operations as a "Debtor-in-Possession." We value our relationship with you and wish to continue purchasing goods/services. Please note that all authorized goods or services provided after the filing date ("post-petition") will be paid in the ordinary course of business.

[Option B: Chapter 7 Liquidation] The company has ceased operations. A court-appointed Trustee will be in contact regarding the liquidation of assets and the distribution of funds, if any, to creditors.

Please update your records to reflect this filing and direct all future legal correspondence regarding pre-petition debt to our legal counsel:

[Law Firm Name]

[Attorney Name]

[Address]

[Phone Number/Email]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]