

[Your Name/Business Name]
[Your Address]
[City, State, Zip Code]
[Tax Identification Number / SSN]

[Date]

[Name of Taxing Authority]
[Department/Attn: Bankruptcy Unit]
[Address]
[City, State, Zip Code]

RE: Notice of Bankruptcy Filing

To Whom It May Concern,

Please be advised that the undersigned filed a petition for bankruptcy under [Chapter 7 / 11 / 13] of the United States Bankruptcy Code. Details of the filing are provided below:

- **Debtor Name:** [Full Legal Name]
- **Case Number:** [Enter Case Number]
- **Date Filed:** [Enter Filing Date]
- **Court Location:** [Enter District/State of Court]

Pursuant to 11 U.S.C. § 362, an automatic stay is now in effect. This stay prohibits any further collection actions, assessments, or administrative proceedings regarding any debts or tax liabilities incurred prior to the filing date.

All future notices, claims, or correspondence regarding this matter should be directed to my legal counsel:

[Attorney Name]
[Law Firm Name]
[Attorney Address]
[Attorney Phone Number]

Please update your records accordingly to ensure compliance with the automatic stay.

Sincerely,

[Your Signature]

[Your Printed Name]