

Letter to Trustee Requesting to be Added to List of Creditors

This package contains:

1. Instructions & Checklist for Writing a Letter to a Trustee Requesting to be Added to the List of Creditors
2. Letter to a Trustee Requesting to be Added to the List of Creditors

Instructions & Checklist for a Letter to a Trustee Requesting to be Added to the List of Creditors

- This package contains: (1) Instructions & Checklist for a Letter to a Trustee Requesting to be Added to the List of Creditors; and (2) Letter to a Trustee Requesting to be Added to the List of Creditors.

- This form is designed to assist you in drafting a letter to the trustee in a bankruptcy case, requesting that you be listed as one of the creditors who is owed money by the party that has declared bankruptcy.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 28, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Re: [Bankruptcy Case No.]

I am a creditor of [Name of Business or Individual], who, I understand, has initiated bankruptcy proceedings under the above-referenced case number.

I wish to request inclusion in the list of creditors in this case, so that [Name of Business or Individual]'s account with me may be considered for payment as the bankruptcy process goes forward.

The total amount owed to me by [Name of Business or Individual] is [\$_____].

Please let me know what further steps, if any, I must take to ensure that my request for inclusion on the list is considered; if there are any forms to be filled out, please send them to me at the address on the letterhead above.

Thank you in advance for your assistance in this matter.

Cordially,

[Your Name]

Enclosures