

## **Letter to Bankruptcy Trustee Requesting Status of Case**

**This package contains:**

1. Instructions & Checklist for Writing a Letter to a Bankruptcy Trustee Requesting Status of Case
2. Letter to a Bankruptcy Trustee Requesting Status of Case

## Instructions & Checklist for a Letter to Bankruptcy Trustee Requesting Status of Case

- This package contains: (1) Instructions & Checklist for a Letter to Bankruptcy Trustee Requesting Status of Case; and (2) Letter to Bankruptcy Trustee Requesting Status of Case.
  
- This form is designed to assist you in drafting a letter to a trustee in a bankruptcy proceeding, requesting the current status of the case.
  
- 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.
  
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[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 have not received any communication about the above-referenced case from you or the court for some time; I would greatly appreciate it if you would provide me with an update on these proceedings.

Thank you for your help in this matter; I look forward to hearing from you.

Cordially,

[Your Name]

Enclosures