

**#3: BANKRUPTCY**

Creditor Name & Address

Date

Subject: Bankruptcy  
Account Number  
Account Name

I hereby request that you cease all efforts to collect the remaining balance of the foregoing account. I will be filing for bankruptcy protection within the next few weeks.

Sincerely,  
(your signature)

Typed Name

**You may type your name, address, and phone number at the top as the letterhead, or you may type it at the bottom of the letter where indicated here.**