[DATE]

Contact name

Address

Address 2

City

Zip/Postal Code

**RE: Letter – Bankruptcy Inquiry**

Dear [CONTACT NAME]:

Please confirm whether there are any existing bankruptcies and proposals filed since [DATE] involving the above-mentioned name(s) and indicate as of what date we can rely on such information.

Please return your confirmation by telecopier, addressed to the attention of the undersigned at [PHONE NUMBER]. Kindly note that our password is “[SPECIFY PASSWORD]” and our client number is [NUMBER].

Thanking you for your cooperation, we remain,

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY]