



U.S. Department of Justice

*Office of the United States Trustee
Region 2*

[Date]

Debtor's Address

Re: [Case Name] (the "Debtor")
Case No.: _____

To Whom It May Concern:

Title 28, §586(a)(3) of the United States Code directs the United States Trustee to supervise the administration of all Chapter 11 cases.

For your guidance following information can be located on the Region 2 webpage at <https://www.justice.gov/ust-regions-r02/region-2-general-information>

1. United States Trustee Operating Guidelines and Reporting Requirements for Debtor- in-Possession and Trustees ("UST Guidelines")
2. Monthly Operating Reports
3. Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses under 11 U.S.C. §330

In addition, the list of authorized depositories as referenced in the UST Guidelines for can be located at:

[For Albany: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-6>]

[For Brooklyn: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-0>]

[For Buffalo: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-5>]

[For Central Islip: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11>]

[For New Haven: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-1>]

[For Rochester: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-4>]

[For Utica: <https://www.justice.gov/ust-regions-r02/region-2-chapter-11-2>]

Thank you for your immediate attention and cooperation in this matter.

Sincerely,
WILLIAM K. HARRINGTON
UNITED STATES TRUSTEE

Trial Attorney
[INSERT OFFICE ADDRESS and PHONE
NUMBER]