

**Sample  
Letter in  
Individual  
Pro Se  
Chapter 11  
Case**



**U.S. Department of Justice**

*Office of the United States Trustee  
District of South Carolina*

*1835 Assembly Street, Suite 953  
Columbia, South Carolina 29201*

*(803) 765-5250  
Fax:: (803) 765-5260*

September 7, 2022

Debbie Debtor  
1234 Any Street  
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code.

It is noted that you have not employed an attorney to represent you in this bankruptcy case. Please note that our office is not allowed to assist or give legal advice during this bankruptcy proceeding.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. The IDI is conducted so that we may gain knowledge about the debtor's case as well the debtor's business operations, assets, liabilities, accounting methods, and prospective plan. Please contact our office within the next week to arrange a date and time for the IDI.

A copy of the operating guidelines and reporting requirements for chapter 11 debtors-in-possession are available on our website at [http://www.justice.gov/ust/r04/reg\\_info.htm](http://www.justice.gov/ust/r04/reg_info.htm). Please download and review the guidelines carefully prior to the IDI. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

*Julie C. Smoak*

Julie C. Smoak  
Bankruptcy Analyst

**Sample  
Letter in  
Individual  
Pro Se  
Chapter 11  
Subchapter V  
Case**



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September 7, 2022

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1234 Any Street  
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mrs. Debtor:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11, subchapter V of the Bankruptcy Code.

It is noted that you have not employed an attorney to represent you in this bankruptcy case. Please note that our office is not allowed to assist or give legal advice during this bankruptcy proceeding.

Pursuant to our responsibilities under 28 U.S.C. § 586, the UST conducts an initial debtor interview (IDI), generally, by telephone, with each debtor filing under chapter 11. The IDI is conducted so that we may gain knowledge about the debtor's case as well the debtor's business operations, assets, liabilities, accounting methods, and prospective plan. Please contact our office within the next week to arrange a date and time for the IDI.

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As a subchapter V case is designed to move a small business debtor more quickly through the process of reorganization, it is imperative that you respond to the requests of the UST and the Trustee as promptly as possible. We will be pleased to discuss any questions you may have at the IDI.

Sincerely,

*Julie C. Smoak*

Julie C. Smoak  
Bankruptcy Analyst

**Sample  
Letter in  
Business  
Pro Se  
Chapter 11  
Case**



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*1835 Assembly Street, Suite 953  
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September 7, 2022

XYZ Products, LLC  
Attn: Business Manager  
1234 Any Street  
Columbia, SC 29201

Re: Chapter 11 Case No: 35-12345-ju

Dear Mr. Manager:

The United States Trustee (UST) has been notified of the January 1, 2035 filing of the above-referenced case under chapter 11 of the Bankruptcy Code.

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We note that the debtor is not represented by an attorney in this bankruptcy case. Local Bankruptcy Rule 9011-2(c) provides as follows:

All partnerships, corporations and other business entities must be represented by a lawyer duly admitted to practice as specified in [SC LBR 2090-1], except with respect to the filing of proofs of claims or interests.

We anticipate that your case will be dismissed if you do not quickly obtain a lawyer to represent you. Once you have retained an attorney, please have them contact our office to arrange a date and time for the IDI.

Please note that our office is not allowed to assist or give legal advice during this bankruptcy proceeding.

Sincerely,

*Julie C. Smoak*

Julie C. Smoak  
Bankruptcy Analyst

Enclosure

**Sample  
Letter in  
Business**

**Pro Se**

**Chapter 11**

**Subchapter V**

**Case**





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September 7, 2022

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1234 Any Street  
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We anticipate that your case will be dismissed if you do not quickly obtain a lawyer to represent you. Once you have retained an attorney, please have them contact our office to arrange a date and time for the IDI.

As a subchapter V case is designed to move a small business debtor more quickly through the process of reorganization, it is imperative that once you obtain counsel, you maintain lines of communication with your counsel and respond to the requests of the UST and the Trustee as promptly as possible. We will be pleased to discuss any questions you may have at the IDI.

Please note that our office is not allowed to assist or give legal advice during this bankruptcy proceeding.

Sincerely,

*Julie C. Smoak*

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Bankruptcy Analyst