



**U.S. Department of Justice**  
**Office of the United States Trustee**  
*District of Connecticut*

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*Giaimo Federal Building Telephone: (203) 773-2210*  
*150 Court Street, Room 302 Facsimile: (203) 773-2217*  
*New Haven, Connecticut, 06510*

[Date]

**VIA REGULAR FIRST CLASS MAIL**

[Mailing Address]

**In Re: [Case Name]**  
**Case No. #**

Dear:

We have received notice of your chapter 11 bankruptcy conversion. Please provide our office with proof of liability and property insurance policies by no later than close of business on [Date] and [Time]. This must include property and liability insurance for the property located at [Property Address], any other properties in which you have an interest, and any motor vehicles in which you have an interest. You may send the proof of insurance by facsimile to [fax number].

As a Chapter 11 debtor, you are required to file a List of Creditors Holding the 20 Largest Unsecured Claims ("20 Largest List"). Please file the 20 Largest List by no later than [Date] and [Time]. Please be advised that our office will seek appropriate relief from the Court if the insurance documentation and the 20 Largest List is not provided by the requested dates.

To assist you in complying with title 11 of the United States Code (the Bankruptcy Code), with the requirements of the Federal Rules of Bankruptcy Procedure, and with the guidelines of the United States Trustee for Region 2, we are enclosing, for your convenience, a package containing the following:

- (1) a narrative of the Operating Guidelines and Financial Reporting Requirements,
- (2) a sample Monthly Operating Report form, and
- (3) a list of District of Connecticut Approved Depositories.

Please review and become familiar with the forms and information contained in this package, and please comply with these requirements within the necessary time.

We will be contacting your office within the next several days to schedule a telephonic Initial Debtor Interview.

Respectfully submitted,

**WILLIAM K. HARRINGTON**  
**UNITED STATES TRUSTEE, REGION 2**

By: \_\_\_\_\_  
Paralegal Specialist  
Enclosures