



U.S. Department of Justice

*Office of the United States Trustee
Eastern District of New York
Brooklyn Division*

*201 Varick Street, Suite 1006
New York, New York 10014
Telephone Number 212-510-0500*

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.

Attached for your guidance are the following documents:

1. United States Trustee Operating Guidelines and Reporting Requirements for Debtor- in- Possession and Trustees
2. Monthly Operating Report
3. List of Approved Depositories
4. Guidelines for Reviewing Applications for Compensation and Reimbursement of Expenses under 11 U.S.C. §330

These documents can also be found at <https://www.justice.gov/ust-regions-r02/region-2-general-information>.

A review of the PACER docket indicates that the Debtor is not represented by counsel. A corporation, or other artificial entity, may appear in the federal courts only through licensed counsel. Rowland v. California Men's Colony, 113 S. Ct. 716, 721 (1993); Jones v. Niagara Frontier Transp. Auth., 722 F.2d 20, 22 (2d Cir. 1983) (a corporation involved in a legal proceeding must be represented by counsel); In re BSL Operating Corp., 57 B.R. 945, 947 (Bankr. S.D.N.Y. 1986). Failure to retain counsel prior to the Meeting of Creditors will result in a motion to either dismiss or convert this case.

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

Sincerely,

Trial Attorney