



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

(date)

(address of pro se individual)

Re: Chapter 11 Case No:

Dear _____ :

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

It is noted that the 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 Trial Attorney _____ 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. 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