

Deborah B. Langehennig
Chapter 13 Trustee
3801 Capital of Texas Highway South, Suite 320
Austin, Texas 78704
(512) 912-0305

Dear Debtor(s):

According to the petition and/or schedules you have filed, we have identified you as a self-employed or business debtor. Pursuant to the requirements of the U.S. Bankruptcy Code and the U.S. Trustee, we are required to make a review of the business that a debtor is operating. Therefore, we are requesting certain information be provided for us to review your books and records.

Your case **CANNOT** be confirmed until this review is completed. Full cooperation with the Trustee is required as part of your duties under bankruptcy. Failure to cooperate in the review of your business may result in a motion by the Trustee, or other interested party, to dismiss or convert your case.

Enclosed is a Chapter 13 Business Questionnaire. You must return this completed form, along with copies of all requested documentation within **ten (10)** business days from the date of your 341 meeting.

During the course of the Chapter 13 bankruptcy you will also be required to submit a monthly Profit and Loss Statement until your case is confirmed. After confirmation you will be instructed to submit the Profit and Loss statements on a semi-annual or quarterly basis. We use this information to monitor your performance while in the bankruptcy. There is a form attached for you to use for this purpose.

We have also included a list of general requirements applicable to a business case. Please read and familiarize yourself with these items as they apply to your situation.

If you have any concerns or problems with any of the above, please call your attorney.

Sincerely, _____

Deborah B. Langehennig
Chapter 13 Trustee

Enclosures:

1. General Requirements
2. Chapter 13 Business Case Questionnaire
3. Chapter 13 Semi-Annual Financial Statements