

Deborah B. Langehennig
Chapter 13 Trustee
6201 Guadalupe Street
Austin, TX 78752
(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.

All business debtors are required to complete the business class provided by the Trustee. The class is divided into 2 three hour sessions and will cover step-by-step instructions on developing a business plan, understanding the financial statements and the importance of all the components contained in the business plan. Please call the Trustee's office at (512) 912-0305 ext. 15 for additional information and to register for the class. The class must be completed within **one** (1) month from the date of your 341 meeting.

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