

# Request for Attendance at Creditor Meeting

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

We are writing to formally invite you to a creditor meeting scheduled for [Insert Date] at [Insert Time]. The meeting will be held at [Insert Location].

The purpose of this meeting is to discuss [briefly outline the purpose, e.g., restructuring proposals, repayment plans, etc.]. Your input is vital as we seek to reach a mutually beneficial resolution.

Please confirm your attendance by [Insert RSVP Date] so we can make the necessary arrangements.

We appreciate your cooperation and look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]