

Announcement of Creditor Meeting

Date: [Insert Date]

To: All Creditors

From: [Your Company Name]

Subject: Notice of Creditor Meeting

Dear Creditors,

We are writing to formally announce 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., financial status, proposed repayment plan, etc.] and to address any questions or concerns you may have.

Your attendance and input are highly valued as we navigate this important phase. Please confirm your attendance by [Insert RSVP Date] at [Insert RSVP Contact Information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]