

Notice of Creditor Assembly

Date: [Insert Date]

To: [Creditor's Name]

Address: [Creditor's Address]

Dear [Creditor's Name],

We are writing to notify you that a creditor assembly has been scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

The purpose of this assembly is to discuss matters related to [insert details of the subject matter, e.g., company bankruptcy, restructuring plans, etc.]. Your participation is essential for us to move forward, and we highly encourage you to attend.

Please confirm your attendance by [Insert RSVP Date] by contacting us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]