



U.S. Department of Justice

Office of the United States Trustee

District of Oregon

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<Date>

<Recipient's Name>
<Company Name>
<Street Address>
<City, State, Zip Code>

<Recipient's Name>
<Company Name>
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Re: *In re* <Case Name>, Case No.<Case Number>

Dear <Name>:

A petition for reorganization under Chapter 11 of the Bankruptcy Code was recently filed by <debtor name>. You have been identified as the debtor (or the debtor's principal officer) and the debtor's attorney.

The United States Trustee ("UST") is responsible for supervising the administration of each Chapter 11 case and for monitoring the debtor's efforts to reorganize. **You must attend an Initial Debtor Interview on <date> at <time>, at the Gus Solomon Courthouse, 620 SW Main St., Room <223 or 213>, Portland, Oregon.** We urge you to bring people familiar with your financial affairs to the Initial Debtor Interview.

You must also complete and return the enclosed Initial Reporting Requirements form and return it to the UST at or before the Initial Debtor Interview. We will discuss the debtor's business and responsibilities under Chapter 11 and the role of the UST. >(If scheduling an organizational meeting, include next sentence. Otherwise delete.) Thereafter, we will address creditors' questions and concerns, and, if possible, organize an unsecured creditors' committee.>

Please note that we require proof that all appropriate insurance is in effect and that the UST has been added as a party to receive notice of cancellation. This information should be confirmed at the Initial Debtor Interview if it has not been provided previously.

<Date>

<Recipients' Names>

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Enclosed are: (1) the UST's Operating Guidelines and Reporting Requirements; (2) a list of authorized depositories for the debtor's use in setting up the required post-petition bank accounts; (3) the Initial Reporting Requirements form to be returned to the UST at or before the Initial Debtor Interview; (4) the monthly financial report designated by the UST pursuant to Local Bankruptcy Rule 2015-1(b) which must be used in preparing the monthly financial reports as required by Local Bankruptcy Rule 2015-1(b); and (5) general information regarding Chapter 11 disclosure statements and reorganization plans.

Very truly yours,

GREGORY M. GARVIN

Acting United States Trustee for Region 18

STEPHEN P. ARNOT

Assistant United States Trustee

Enclosures: As listed above.