



U.S. Department of Justice
Office of the United States Trustee
Western District of Wisconsin

780 Regent Street (608) 264-5522
Suite 304 Fax (608) 264-5182
Madison, Wisconsin 53715

January 16, 2020

RE: CASE NAME; Case No. 19-00000,

Dear Creditor:

The above-named debtor filed a voluntary petition for relief under Chapter 11 of the Bankruptcy Code. Section 1102(b) of the Bankruptcy Code authorizes the United States Trustee to appoint an Official Committee of Unsecured Creditors ("Committee"), and the debtor's petition or other sources of information indicate that you may be eligible for appointment to the Committee in this case. The Committee represents the interests, and acts on behalf, of all unsecured creditors. Members of the Committee are generally selected from the list of the twenty (20) largest unsecured creditors. Please see the enclosed Information Sheet for details concerning, among other things, the purpose, powers, and duties of the Creditor Committee and employment of professionals.

If you wish to be considered for membership on the Committee, please complete the enclosed Questionnaire and return it no later than **DEADLINE** to the Office of the United States Trustee via email to **EMAIL**. Return of the Questionnaire means only that you will be considered; it does not guaranty appointment to the Committee.

The United States Trustee urges you to consider serving on the Committee. Under the Bankruptcy Code, the Committee has the right to demand that the debtor consult with the Committee before making major decisions or changes, to request the appointment of a trustee or examiner, to participate in the formation of a plan of reorganization, and in some cases, to propose its own plan of reorganization. If appropriate, the Committee may request that the Bankruptcy Court convert a chapter 11 case to one under chapter 7, at which time the debtor's operations would cease and its assets would be liquidated. The Committee is authorized to select and employ an attorney and other necessary professionals, subject to court approval. Fees of professionals employed by the Committee may be paid from available assets, if any, of the bankruptcy estate after court approval. Further, Committee members' actual necessary expenses may be reimbursed from estate assets after court approval.

If a sufficient number of creditors do not elect to serve on the Committee, a Committee may not be formed and these rights may go unexercised. Additional details are contained in the enclosed documents.

The Committee performs a vital role in chapter 11 reorganizations, and we hope that you will choose to participate.

Sincerely,

Patrick S. Layng
UNITED STATES TRUSTEE

/s/Mary R. Jensen

Mary R. Jensen
Assistant United States Trustee

Attachments: Questionnaire
Information Sheet