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| --- | --- |
| Our Ref: CVL374  Your Ref: | Date  When telephoning please ask for:  Contact Name  Direct Line:  Direct Line |

Dear Sirs

**Company Name** **Limited - In Liquidation**

Further to the recent decision by creditors to form a liquidation committee, insufficient nominations were received for membership to allow the committee to be established.

As a result, creditors are now being asked to decide about the membership of the committee and a notice regarding this decision which is being made by correspondence is enclosed with this letter which contains further details about eligibility of committees in insolvency proceedings.

Nominations can be made on the enclosed voting form which should be returned to my office by email to email address by Date (the **Decision Date**), together with a consent to act which is also enclosed.

Should insufficient members be nominated by the above date, then the committee will not be established. If more than five creditors indicate a willingness to act as a member of the committee, then a further vote will be sought from creditors as to the members to be elected in due course.

As a reminder, information on the role of a liquidation committee can be found at enter web location for guide.

If you have any queries in relation to this correspondence, please contact Name of my office on Telephone number.

Yours faithfully  
  
  
  
  
**Name**Liquidator

Encs