

# Formal Business Asset Sale Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the sale of certain business assets belonging to [Your Company Name], effective [Effective Date]. As a valued partner, we believe it is important to keep you informed of significant changes that may affect our ongoing relationship.

The assets to be sold include, but are not limited to:

- [Asset Description 1]
- [Asset Description 2]
- [Asset Description 3]

This decision has been made to [brief reason for the sale, e.g., focus on core operations, reduce overhead costs], and we believe it will ultimately strengthen our business stability.

If you have any questions or require further information regarding this asset sale, please do not hesitate to reach out to us at [Your Contact Information]. We appreciate your understanding and support during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email]