

Personal Property Liquidation Confirmation

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm the liquidation of personal property as discussed. The details of the liquidation are as follows:

- **Property Description:** [Description of the property]
- **Inspection Date:** [Date of inspection]
- **Liquidation Date:** [Date of liquidation]
- **Sale Method:** [Auction, sale, etc.]
- **Location:** [Address of the liquidation site]

Should you have any questions or require further details regarding the liquidation process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]