

Personal Property Liquidation Instructions

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. As per our previous discussions regarding the liquidation of my personal property, I am writing to provide you with the necessary instructions to facilitate this process.

Liquidation Instructions

1. Identify all items to be liquidated, including furniture, electronics, and collectibles.
2. Assess the value of each item to determine an appropriate selling price.
3. Choose a method of liquidation, such as:
 - o Online auction (e.g., eBay, AuctionZip)
 - o Local consignment shops
 - o Estate sales
 - o Charitable donations for unsold items
4. Prepare a timeline for the liquidation process, including deadlines for sales and removals.
5. Document the sale of each item, including the final sale price and the purchaser's information.

Should you have any questions or require further clarification regarding these instructions, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your assistance in this matter. I appreciate your efforts in ensuring a smooth liquidation process.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]