

Personal Property Liquidation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the liquidation of my personal property as detailed below:

- Property Description: [Describe the property]
- Estimated Value: [Value of the property]
- Location: [Where the property is located]

Due to [reason for liquidation, e.g., financial difficulties, relocation, etc.], I believe that liquidating this property is necessary at this time. I kindly ask for your assistance in this process.

Please let me know if you need any further information or documentation to proceed with my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]